



CITY OF FRANKLIN

MAYOR'S 2010 RECOMMENDED BUDGET DEPARTMENTAL BUDGETS

FOR FINANCE COMMITTEE

SEPTEMBER 25, 2009

COMMON COUNCIL

102

DEPARTMENT: Common Council

PROGRAM MANAGER: Mayor (administered by the Director of Clerk Services)

PROGRAM DESCRIPTION:

The Mayor is the Chief Executive Officer of the City, responsible for ensuring that all City ordinances and State laws are observed and enforced, and that all City officers, boards and commissions properly discharge their duties. The Mayor is the Head of the Police and Fire Departments. The Mayor nominates to Council the appointment of certain City employees, board and commission members, and is chairman of the Plan Commission and the Community Development Authority. The Mayor presides at the meetings of the Common Council voting only in cases relating to tie votes. The Mayor is elected for a three-year term of office, with the current term expiring April 2011.

City Ordinances designate eight cabinet officers, as well as other unclassified positions within City government, that shall be appointed by the Mayor subject to the confirmation by a majority of all members of the Common Council.

The Common Council is the legislative branch of City government. Its primary purpose is the passage of laws, ordinances and policies, establishment of pay ranges for city employees and official management of the city's financial affairs; its budget, its revenues and the raising of funds for the operation of the city. The Common Council is comprised of the Mayor and six members representing the six Aldermanic Districts, serving three-year overlapping terms. One Alderman is elected and serves as Common Council President.

Boards and Commissions of the City serve primarily in an advisory role to the Mayor and Common Council in developing policies and managing the affairs of the City to best serve its citizens. Boards and commissions allow for additional citizen input beyond that of the elected officials. Certain boards and commissions are required under Wisconsin statutes (e.g., the Board of Public Works and Plan Commission); others have been established to oversee certain activities (e.g., Civic Celebrations Commission). The City is served by the following Boards and Commissions:

- Architectural Board
- Board of Health
- Board of Review
- Board of Public Works
- Board of Water Commissioners
- Board of Zoning and Building Appeals
- Civic Celebrations Commission
- Community Development Authority
- Economic Development Commission
- Environmental Commission

- Fair Commission
- Finance Committee
- Library Board
- License Committee
- Parks Commission
- Personnel Committee
- Plan Commission
- Police and Fire Commission
- Technology Commission

Certain boards and commissions oversee programs with their own budget or fund (such as the Community Development Authority, Civic Celebrations Commission, Library Board, and Board of Water Commissioners). The cost of supporting the remaining boards and commissions is included in the Common Council budget.

SERVICES:

- Represent people of the City of Franklin.
- Administer City government in accordance with City Ordinances and State Statutes.
- Mayor prepares a requested annual City budget.
- Adopt ordinances and resolutions, levy taxes and appropriate monies for the operation of the City.
- Adopt and review policies to meet needs of the City and its citizens.

STAFFING:

Authorized Positions (FTE)	2005	2006	2007	2008	2009	2010
Mayor (part-time, elected)	N/A	N/A	N/A	N/A	N/A	N/A
Six Aldermen (part-time, elected)	N/A	N/A	N/A	N/A	N/A	N/A
Confidential Secretary	0.00	0.48	0.48	0.48	0.00	0.00
Total	0.00	0.48	0.48	0.48	0.00	0.00

ACTIVITY MEASURES:

Activity	2005	2006	2007	2008	2009*	2010*
Ordinances passed	41	34	29	28	25	30
Resolutions passed	192	221	167	112	125	130
Common Council meeting hours	60	74.5	69.5	69	70	70

* Forecast

BUDGET SUMMARY:

- 1) The annual salary for the Mayor is currently established at \$16,800. In addition, the Mayor receives \$4,800 annually for reimbursement of mileage related expenses. These compensation levels were established by Common Council action on December 15, 1998 under City Ordinance 98-1527.
- 2) The annual salary for Aldermen is currently established at \$7,200. In addition, Aldermen also receive \$1,800 annually for reimbursement of mileage related expenses. These compensation levels were established by Common Council action on December 15, 1998 under City Ordinance 98-1527.
- 3) Clerical support is provided through the Director of Clerk Services office.
- 4) Memberships include:

Public Policy Forum	\$ 500
Intergovernmental Cooperation Council	350
League of Wisconsin Municipalities	8,704
Amer Society of Composers, Authors, Publishers	325
Wisconsin Taxpayers Alliance	200
South Suburban Chamber of Commerce	150

Memberships in the Wisconsin Alliance for Cities and the Wisconsin Manufacturers & Commerce are not included in the budget for 2010.

CITY OF FRANKLIN 2010 BUDGET		2007 Actual	2008 Actual	2009 Adopted	2009 Amended	2009 YTD 6/30/2009	2009 Estimate	2010 Forecast B	2010 Dept/Request	2010 Recommend	Percent Change
GENERAL FUND EXPENDITURES COMMON COUNCIL											
PERSONAL SERVICES											
SALARIES-PT	01.102.0000.5113	75,842	76,155	60,000	60,000	30,853	60,000	60,000	60,000	60,000	
FICA	01.102.0000.5151	6,842	6,866	5,783	5,783	2,880	5,783	5,783	5,783	5,783	
WORKERS COMPENSATION INS	01.102.0000.5156	160	212	204	204	105	204	265	265	257	
Sub-total		82,844	83,233	65,987	65,987	33,838	65,987	66,048	66,048	66,040	0.1%
Percent of Department Total		70.6%	70.8%	67.3%	67.3%	65.6%	67.3%	67.3%	67.2%	67.2%	
CONTRACTUAL SERVICES											
OTHER PROFESSIONAL SERVICES	01.102.0000.5219	0	0	1,000	1,000	0	1,000	1,030	1,030	1,000	
SUNDRY CONTRACTORS	01.102.0000.5299	0	0	0	0	0	0	0	0	0	
Sub-total		0	0	1,000	1,000	0	1,000	1,030	1,000	1,000	0.0%
SUPPLIES											
OFFICE SUPPLIES	01.102.0000.5312	187	157	350	350	6	350	350	350	300	
PRINTING	01.102.0000.5313	64	128	250	250	32	250	250	250	250	
BOARDS AND COMMISSIONS EXP	01.102.0000.5329	635	319	1,000	1,000	87	1,000	1,000	1,000	1,000	
Sub-total		886	604	1,600	1,600	125	1,600	1,600	1,600	1,550	-3.1%
SERVICES AND CHARGES											
OFFICIAL NOTICES/ADVERTISING	01.102.0000.5421	0	0	150	150	0	150	150	150	150	
SUBSCRIPTIONS	01.102.0000.5422	105	100	150	150	0	150	150	150	150	
MEMBERSHIPS	01.102.0000.5424	16,940	17,425	10,000	10,000	9,825	10,000	10,000	10,230	10,250	
CONFERENCES AND SCHOOLS	01.102.0000.5425	745	0	2,500	2,500	0	2,500	2,500	2,500	2,500	
MILEAGE - AUTO ALLOWANCE	01.102.0000.5432	15,600	15,600	15,600	15,600	7,800	15,600	15,600	15,600	15,600	
Sub-total		33,390	33,125	28,400	28,400	17,625	28,400	28,400	28,630	28,650	0.9%
CONTRIBUTIONS AND AWARDS											
AWARDS	01.102.0000.5726	0	0	0	0	0	0	0	0	0	
VOLUNTEER RECOGNITION/AWARDS	01.102.0000.5734	280	562	1,000	1,000	0	1,000	1,000	1,000	1,000	
Sub-total		280	562	1,000	1,000	0	1,000	1,000	1,000	1,000	
SUB TOTAL NON PERSONAL SERVICES		34,556	34,291	32,000	32,000	17,750	32,000	32,030	32,230	32,200	0.6%
GRAND TOTAL COMMON COUNCIL		117,400	117,524	97,987	97,987	51,588	97,987	98,078	98,278	98,240	0.3%

MUNICIPAL COURT **121**

DEPARTMENT: Municipal Court

PROGRAM MANAGER: Municipal Judge

PROGRAM DESCRIPTION:

The Municipal Court has jurisdiction over local ordinance and traffic citations issued in the City. The Court is presided over by a Municipal Judge, elected every three years. The Judge is required by Local Ordinance to be a licensed attorney. The cost of the court clerks for the weekly trial and pleading sessions is also included in this program. The Police Department provides administrative services for the Court which are accounted for in a separate program. The City's interests at trial are represented by the City Attorney's office are also accounted for in a separate program. Also included in this program is the cost of boarding prisoners.

SERVICES:

- Presides over Municipal Court, adjudicating violations of municipal ordinances and traffic citations and imposing forfeitures where provided by law.
- Provides for the boarding of Prisoners

STAFFING:

Authorized Positions (FTE)	2005	2006	2007	2008	2009	2010
Municipal Judge (part-time, elected)	N/A	N/A	N/A	N/A	N/A	N/A
Court Clerk *	0.50	2.00	2.00	2.00	2.00	2.00
Total	0.50	2.00	2.00	2.00	2.00	2.00

* Administration and Human Resource support through the Police Department

ACTIVITY MEASURES:

Activity	2005	2006	2007	2008	2009*	2010*
Municipal court cases	6,908	7,995	9811	8,019	8,050	8,100

* Forecast

BUDGET SUMMARY:

Two daytime and four nighttime court sessions per month are held. A community service alternative on a limited basis at the Franklin Public Library is currently available as an alternative to serving time at the House of Correction.

CITY OF FRANKLIN 2010 BUDGET		2007 Actual	2008 Actual	2009 Adopted	2009 Amended	2009 YTD 6/30/2009	2009 Estimate	2010 Forecast B	2010 Dept/Request	2010 Recommend	Percent Change
MUNICIPAL COURT											
PERSONAL SERVICES											
01.121.0000.5111	SALARIES-FT	50,564	52,291	53,452	53,452	27,227	52,149	53,195	53,195	53,195	
01.121.0000.5113	SALARIES-PT	35,773	36,197	36,369	36,369	18,315	35,996	35,973	35,973	35,973	
01.121.0000.5117	SALARIES-OT	1,269	384	2,575	2,575	23	500	2,575	2,575	2,575	
01.121.0000.5118	COMPTIME TAKEN	194	554	258	258	0	258	260	260	260	
01.121.0000.5133	LONGEVITY	270	270	270	270	135	270	270	270	270	
01.121.0000.5134	HOLIDAY PAY	4,147	4,051	4,147	4,147	2,099	4,046	4,127	4,127	4,127	
01.121.0000.5135	VACATION PAY	4,340	4,962	4,993	4,993	948	4,872	5,292	5,292	5,292	
01.121.0000.5151	FICA	6,085	6,217	7,808	7,808	3,021	7,504	7,779	7,779	7,779	
01.121.0000.5152	RETIREMENT	7,556	7,771	8,105	8,105	3,825	7,709	8,068	8,068	8,068	
01.121.0000.5153	RETIREE GROUP HEALTH		947	1,000	1,000	540	880	916	916	916	
01.121.0000.5154	GROUP HEALTH & DENTAL	22,584	24,024	25,248	25,248	12,402	24,126	23,772	23,772	23,772	
01.121.0000.5155	LIFE INSURANCE	348	383	332	332	210	343	347	347	347	
01.121.0000.5156	WORKERS COMPENSATION INS	174	228	273	273	133	264	353	353	343	
Sub-total		133,303	138,278	144,830	144,830	68,878	138,917	142,927	142,927	142,917	-1.3%
Percent of Department Total		81.0%	78.7%	85.2%	85.2%	79.9%	80.2%	84.7%	80.7%	80.7%	
CONTRACTUAL SERVICES											
01.121.0000.5242	EQUIPMENT MAINTENANCE	0	0	300	300	0	300	309	300	300	
01.121.0000.5219	OTHER PROFESSIONAL SERVICES	212	398	600	600	0	600	618	600	600	
01.121.0000.5294	PRISONER BOARDING	29,523	34,424	21,000	21,000	15,329	30,000	21,630	30,000	30,000	
01.121.0000.5298	COLLECTION SERVICES		740	500	500	0	500	515	500	500	
01.121.0000.5298	DOT SUSPENSION FEES		0	300	300	620	300	309	300	300	
Sub-total		29,735	35,561	22,700	22,700	15,949	31,700	23,381	31,700	31,700	39.6%
SUPPLIES											
01.121.0000.5312	OFFICE SUPPLIES	236	175	400	400	278	400	400	400	400	
01.121.0000.5313	PRINTING	236	319	350	350	36	350	350	350	350	
Sub-total		472	494	750	750	314	750	750	750	750	0.0%
SERVICES AND CHARGES											
01.121.0000.5422	SUBSCRIPTIONS	0	0	100	100	0	100	100	100	100	
01.121.0000.5424	MEMBERSHIPS	135	135	150	150	140	150	150	150	150	
01.121.0000.5425	CONFERENCES AND SCHOOLS	784	1,157	1,250	1,250	926	1,250	1,250	1,250	1,250	
01.121.0000.5429	JURY/WITNESS FEES	91	59	250	250	-15	250	250	250	250	
Sub-total		1,010	1,351	1,750	1,750	1,051	1,750	1,750	1,750	1,750	0.0%
SUB TOTAL NON PERSONAL SERVICES		31,217	37,406	25,200	25,200	17,314	34,200	25,881	34,200	34,200	35.7%
TOTAL GENERAL FUND		164,520	175,684	170,030	170,030	86,192	173,117	168,808	177,127	177,117	4.2%
CAPITAL OUTLAY FUND											
41.121.0000.5841	COMPUTER EQUIPMENT	0						0			
41.121.0000.5843	SOFTWARE	0						0			
TOTAL CAPITAL OUTLAY FUND		0	0	0	0	0	0	0	0	0	
GRAND TOTAL MUNICIPAL COURT		164,520	175,684	170,030	170,030	86,192	173,117	168,808	177,127	177,117	4.2%
Less Program Revenue:											
Penalties & Forfeitures @ 12%		-47,094	-43,551	-48,000	-48,000	-25,491	-45,600	-48,000	-48,000	-48,000	
Net Municipal Court Related Costs		117,426	132,133	122,030	122,030	60,701	127,517	120,808	129,127	129,117	

CITY CLERK/ELECTIONS

141, 142

DEPARTMENT: City Clerk

PROGRAM MANAGER: Director of Clerk Services

PROGRAM DESCRIPTION:

The City Clerk is the legal custodian of the city's official records, responsible for the administration of elections, complaint handling, legal notification to the public, the issuance of licenses and permits, and the preparation of agendas and the official minutes. The Clerk's Office provides administrative support to the Mayor, Common Council, various boards, commissions and committees, and responds to informational requests from the general public. In addition, the Clerk's office is responsible for the Elections budget.

The Elections budget provides funding for the operation of local, school, state, and federal elections in the City of Franklin. All election records and voter files are maintained and all elections are conducted through the Office of the City Clerk.

SERVICES:

- Prepare and review Common Council agenda.
- Attend all Council meetings; Board and Commission meetings as necessary.
- Maintain custody of city's official records, providing access to and responding to public records requests.
- Prepare, distribute and process resolutions, ordinances, proclamations, agendas and minutes for meetings of the Common Council and various city boards, commissions and committees, including ad hoc groups.
- Complaint handling
- Index Council minutes, resolutions and ordinances.
- Codify approved ordinances.
- Administer oaths of office and certify official documents.
- Issue permits and licenses, as required by local and state laws. Also administers reservation requests for park rental, ball diamond rental, other recreation facility rental, burn permits, and alarm permits.
- Oversee City records management and retention program.
- Administer elections, which includes providing candidate information, voter registration, verification and updating of voter records, assistance with absentee voting, election inspector training, and preparation and processing of Federal, State, and local elections.
- Coordinate, prepare and distribute city directory and monthly calendar.

STAFFING:

Authorized Positions (FTE)	2005	2006	2007	2008	2009	2010
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Administration Clerk	1.00	1.00	1.00	1.00	1.48	1.48
Clerk/Typist	.50	.50	.50	.50	.50	.50
Temporary Help	.00	.00	.00	.03	.02	.02
Total	3.50	3.50	3.50	3.53	4.00	4.00

ACTIVITY MEASURES:

Activity	2005	2006	2007	2008	2009*	2010*
Liquor licenses	47	51	52	55	55	54
Bartenders licenses	312	275	303	323	300	300
Property status reports	117	82	120	99	60	75
Burn permits	74	358	372	387	370	370
Registered voters	19,835	22,981	23,400	24,323	**20,768	22,000
Elections held	2	4	2	4	2	4

*Forecast

**State Statutes mandatory purge and update of voters' list

BUDGET SUMMARY:

- 1) The annual fee paid to General Code for placing Franklin's Municipal Code online has increased to \$1,125 in 2010.
- 2) Elections increase in funding is due to two elections held in 2009 vs. four elections scheduled in 2010.
- 3) Election equipment maintenance increase includes maintenance coverage of four months for touch screen elections machines required by the Help America Vote Act of 2002 (HAVA) whereby every polling place is required to have accessible equipment allowing all voters the ability to vote independently, without assistance. The purchase of this equipment in 2008 included maintenance through August 2010. This account also includes a full year of maintenance on the six optical scan voting machines.
- 4) Equipment rental includes \$150 per election paid to The Polish Center and \$150 per election paid to St. Martin of Tours Church for use as polling locations.

CITY OF FRANKLIN 2010 BUDGET		2007 Actual	2008 Actual	2009 Adopted	2009 Amended	2009 YTD 6/30/2009	2009 Estimate	2010 Forecast B	2010 Dept/Request	2010 Recommend	Percent Change
CITY CLERK											
PERSONAL SERVICES											
01.141.0000.5111	SALARIES-PT	136,202	145,688	144,385	144,385	71,101	141,537	145,275	145,275	145,275	
01.141.0000.5113	SALARIES-PT	13,986	16,481	35,259	35,259	15,690	34,791	35,247	35,247	35,247	
01.141.0000.5115	SALARIES-TEMP	0	0	601	601	0	800	601	601	601	
01.141.0000.5117	SALARIES-OT	1,140	479	1,200	1,200	256	600	1,200	600	600	
01.141.0000.5118	COMPTIME TAKEN	65	167	160	160	30	160	160	160	160	
01.141.0000.5133	LONGEVITY	810	793	810	810	397	810	818	818	818	
01.141.0000.5134	HOLIDAY PAY	10,282	9,534	10,034	10,034	5,545	10,344	10,503	10,503	10,503	
01.141.0000.5135	VACATION PAY	15,350	10,529	15,709	15,709	6,585	15,230	13,962	13,962	13,962	
01.141.0000.5151	FICA	13,350	13,760	15,924	15,924	7,431	15,627	15,894	15,848	15,848	
01.141.0000.5152	RETIREMENT	17,784	18,340	18,828	18,828	9,189	18,467	18,798	18,738	18,738	
01.141.0000.5153	RETIREE GROUP HEALTH		1,948	2,100	2,100	1,115	1,822	1,897	1,897	1,897	
01.141.0000.5154	GROUP HEALTH & DENTAL	45,028	47,345	50,402	50,402	24,452	48,175	47,112	47,112	47,112	
01.141.0000.5155	LIFE INSURANCE	924	990	1,000	1,000	400	813	826	826	826	
01.141.0000.5156	WORKERS COMPENSATION INS	317	418	561	561	269	551	726	724	704	
01.141.0000.5199	Allocated payroll cost	-12,900	-13,500	-13,800	-13,800	-6,900	-13,800	-13,800	-13,800	-14,600	
Sub-total		242,337	252,974	283,173	283,173	135,560	275,927	279,219	278,511	277,691	-1.9%
Percent of Department Total		92.2%	92.2%	92.0%	92.0%	92.8%	91.5%	91.8%	91.5%	90.9%	
CONTRACTUAL SERVICES											
01.141.0000.5223	FILING FEES	1,610	1,172	2,000	2,000	757	2,000	2,060	2,000	2,000	
01.141.0000.5242	EQUIPMENT MAINTENANCE	0	0	0	0	178	178	0	0	0	
01.141.0000.5299	SUNDY CONTRACTORS	5,031	4,602	5,300	5,300	2,426	5,300	5,459	5,615	5,600	
Sub-total		6,641	5,774	7,300	7,300	3,361	7,478	7,519	7,615	7,600	4.1%
SUPPLIES											
01.141.0000.5312	OFFICE SUPPLIES	481	672	1,000	1,000	90	1,000	1,000	1,000	1,000	
01.141.0000.5313	PRINTING	497	191	400	400	90	400	400	400	400	
Sub-total		958	863	1,400	1,400	180	1,400	1,400	1,400	1,400	0.0%
SERVICES AND CHARGES											
01.141.0000.5421	OFFICIAL NOTICES/ADVERTISING	7,393	7,810	9,250	9,250	3,818	9,250	9,250	9,000	9,000	
01.141.0000.5422	SUBSCRIPTIONS	42	52	100	100	0	100	100	100	100	
01.141.0000.5424	MEMBERSHIPS	265	475	600	600	480	600	600	600	600	
01.141.0000.5425	CONFERENCES AND SCHOOLS	1,199	1,366	2,500	2,500	1,110	2,500	2,500	2,500	2,500	
01.141.0000.5432	MILEAGE	694	712	600	600	152	600	600	600	600	
01.141.0000.5471	BACKGROUND CHECKS	2,310	4,290	3,000	3,000	1,445	3,700	3,000	4,200	5,950	
Sub-total		11,902	14,706	16,050	16,050	7,005	16,750	16,050	17,000	18,750	16.8%
SUB TOTAL NON PERSONAL SERVICES		19,501	21,343	24,750	24,750	10,546	25,628	24,969	26,015	27,750	12.1%
TOTAL GENERAL FUND		261,838	274,317	307,923	307,923	146,106	301,555	304,188	304,526	305,441	-0.8%
CAPITAL OUTLAY FUND											
41.141.0000.5813	OFFICE EQUIPMENT	0	0	0	0	0	0	0	0	0	
41.141.0000.5841	COMPUTER EQUIPMENT	1,008	0	0	0	0	0	0	0	0	
41.141.0000.5843	SOFTWARE	0	0	0	0	0	0	0	0	0	
TOTAL CAPITAL OUTLAY FUND		1,008	0	0	0	0	0	0	0	0	100.0%
GRAND TOTAL CITY CLERK		262,846	274,317	307,923	307,923	146,106	301,555	304,188	304,526	305,441	-0.8%
Less Program Revenue:											
Licenses: 4201-4217		-64,715	-67,947	-63,600	-63,600	-52,320	-66,700	-65,600	-65,600	-65,600	
Licenses: 4225-4241		-8,580	-35,471	-9,200	-9,200	-8,075	-9,250	-9,200	-7,100	-7,100	
01.0000.4411	PUBLICATIONS & RECORDING	-2,603	-2,108	-6,300	-6,300	-2,481	-3,300	-6,300	-6,300	-6,300	
01.0000.4413	PROPERTY STATUS REPORTS	-3,240	-2,875	-3,300	-3,300	-1,170	-3,300	-3,300	-3,300	-3,300	
Net City Clerk Related Costs		183,708	165,916	225,523	225,523	82,060	219,005	219,788	222,226	223,141	

CITY OF FRANKLIN 2010 BUDGET		2007 Actual	2008 Actual	2009 Adopted	2009 Amended	2009 YTD 6/30/2009	2009 Estimate	2010 Forecast B	2010 Dept/Request	2010 Recommend	Percent Change
ELECTIONS											
PERSONAL SERVICES											
SALARIES-FT	01.142.0000.5111	664	2,347	720	720	680	422	1,440	1,440	1,440	
SALARIES-PT	01.142.0000.5113	482	3,508	490	490	0	481	977	977	977	
SALARIES-TEMP	01.142.0000.5115	7,728	25,557	9,696	9,696	7,889	9,996	23,976	23,976	23,976	
SALARIES-OT	01.142.0000.5117	1,073	5,013	1,162	1,162	716	1,496	3,871	3,871	3,871	
LONGEVITY	01.142.0000.5133	0	24	4	4	13	4	8	8	8	
FICA	01.142.0000.5151	161	806	182	182	97	184	482	482	482	
RETIREMENT	01.142.0000.5152	219	646	185	185	110	212	507	587	589	
RETIREE GROUP HEALTH	01.142.0000.5153		133	100	100	39	25	87	84	89	
GROUP HEALTH & DENTAL	01.142.0000.5154	593	1,509	605	605	487	491	1,137	1,145	1,137	
LIFE INSURANCE	01.142.0000.5155	0	0	8	8	0	7	17	17	17	
WORKERS COMPENSATION INS	01.142.0000.5156	31	149	61	61	52	59	164	164	160	
Sub-total		10,951	39,691	13,213	13,213	10,083	13,377	32,666	32,751	32,746	147.8%
Percent of Department Total		79.4%	82.2%	62.1%	62.1%	83.0%	62.0%	80.0%	76.1%	76.2%	
CONTRACTUAL SERVICES											
DP SERVICES	01.142.0000.5214	1,009	768	1,500	1,500	213	1,500	1,545	1,500	1,500	
EQUIPMENT MAINTENANCE	01.142.0000.5242	0	3,300	2,800	2,800	0	2,800	2,884	3,510	3,500	
Sub-total		1,009	4,068	4,300	4,300	213	4,300	4,429	5,010	5,000	16.3%
SUPPLIES											
OFFICE SUPPLIES	01.142.0000.5312	1,118	2,377	1,200	1,200	724	1,200	1,200	2,000	2,000	
PRINTING	01.142.0000.5313	116	817	1,000	1,000	197	1,000	1,000	1,000	1,000	
Sub-total		1,234	3,195	2,200	2,200	921	2,200	2,200	3,000	3,000	36.4%
SERVICES AND CHARGES											
OFFICIAL NOTICES/ADVERTISING	01.142.0000.5421	170	257	250	250	127	250	250	250	250	
CONFERENCES AND SCHOOLS	01.142.0000.5425	0	19	600	600	0	600	600	600	600	
MILEAGE	01.142.0000.5432	120	305	100	100	205	250	100	200	200	
EQUIPMENT RENTAL	01.142.0000.5433	300	750	600	600	600	600	600	1,200	1,200	
Sub-total		590	1,331	1,550	1,550	932	1,700	1,550	2,250	2,250	45.2%
SUB TOTAL NON PERSONAL SERVICES		2,833	8,594	8,050	8,050	2,066	8,200	8,179	10,260	10,250	27.3%
TOTAL GENERAL FUND		13,784	48,285	21,263	21,263	12,149	21,577	40,845	43,011	42,996	102.2%
CAPITAL OUTLAY FUND											
OTHER CAPITAL EQUIPMENT	41.142.0000.5819	0	0	0	0	0	0	0	0	0	
SOFTWARE	41.142.0000.5843	0	0	0	0	0	0	0	0	0	
TOTAL CAPITAL OUTLAY FUND		0	0	0	0	0	0	0	0	0	0.0%
GRAND TOTAL ELECTIONS		13,784	48,285	21,263	21,263	12,149	21,577	40,845	43,011	42,996	102.2%
Less Program Revenue:											
REFUNDS & REIMB - ELECTIONS	01.0000.4782	0	0	0	0	0	0	0	0	0	
Net Elections Related Costs		13,784	48,285	21,263	21,263	12,149	21,577	40,845	43,011	42,996	

INFORMATION SERVICES
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DEPARTMENT: Information Services

PROGRAM MANAGER: Director of Administration

PROGRAM DESCRIPTION:

City-wide computing and telecommunication needs are administered by this program. This includes the City Hall Complex local area network (LAN), as well as the City's wide area network (WAN), which includes all fire station locations, the Public Works Garage, Sewer/Water operations, the Police Department Facility, and the Library. The program does not generally include the purchase price for replacement of individual workstations within other operating departments, but it does include the contracted staff support for installation and maintenance of the network computers and network components

SERVICES:

- Maintain and grow the City WAN structure
- Perform maintenance and repair work on City-owned computing equipment
- Provide training and software support to City personnel
- Maintain and assist in development of the City's World Wide Web page
- Coordinate and monitor Internet and email access for City employees
- Overall responsibility for GIS, Land Management, and Utility Billing software systems
- Maintain the City's telecommunication services and equipment and the City's public access television channel

STAFFING:

The City's information services function is managed by the Director of Administration through a professional services contract with an outside data processing technical support firm. In addition, the Information Services budget provides for outside contracting for Geographic Information System (GIS) support services and maintenance of GIS software. The City's cost of telecommunication services and equipment (excluding the Police Department) is also included in this budget.

ACTIVITY MEASURES:

Activity	2005	2006	2007	2008	2009*	2010*
Total City computers	140	175	178	185	190	190
Software applications	42	45	44	45	47	47
Est. Help Desk Requests	1,400	1,500	1,480	1,500	1,300	1,300

BUDGET SUMMARY:

- 1) The 2010 Budget provides for continuation of contracted technical support services at approximately the same level provided for in 2008 and 2009. This 24 hour/day – 7 days/week coverage, with on-call services covering time outside regular business hours, is estimated to be less than the cost of comparable coverage from full-time staff positions to provide data processing support.
- 2) Overall the 2010 budget remains very stable as the total appropriations actually drop \$2,200 or .5%. Department support, however, should be able to be maintained at the current level.
- 3) Capital Outlay purchases include an upgrade of the City Hall Virtual Server Environment (Data Server \$14,000, Host Server \$4,000, Memory Upgrades \$2,600, Gigabit network switch \$900, and Server Enterprise Software (3) \$4,500); DPW server replacement (\$2,700); P.D. Server Operating System Upgrade (\$1,500); SQL Server Licensing Update for P.D. (\$7,500); Emergency Hardware/Software replacement for system or device failures that were not budgeted and are not under warranty (\$3,500); and a replacement mobile projector able to accommodate current resolutions and formats (\$1,500).

CITY OF FRANKLIN 2010 BUDGET		2007 Actual	2008 Actual	2009 Adopted	2009 Amended	2009 YTD 6/30/2009	2009 Estimate	2010 Forecast B	2010 Dept/Request	2010 Recommend	Percent Change
INFORMATION SERVICES											
CONTRACTUAL SERVICES											
DATA PROCESSING SERVICES	01.144.0000.5214	147,572	206,207	209,650	209,650	86,353	207,000	215,940	208,000	208,000	
GIS SUPPORT SERVICES	01.144.0000.5215	84,150	95,648	101,750	101,750	33,562	101,750	104,803	101,750	101,750	
EQUIPMENT MAINTENANCE	01.144.0000.5242	19,286	10,906	12,700	12,700	5,022	12,000	13,081	12,700	12,700	
SOFTWARE MAINTENANCE	01.144.0000.5257	32,624	32,074	36,500	36,500	36,030	36,030	37,595	36,500	36,500	
SUNDRY CONTRACTORS	01.144.0000.5299	2,264	2,541	3,000	3,000	1,452	2,750	3,090	3,000	3,000	
Sub-total		285,896	347,376	363,600	363,600	162,419	359,530	374,509	361,950	361,950	-0.5%
SUPPLIES											
OFFICE SUPPLIES	01.144.0000.5312	146	56	250	250	12	200	250	200	200	
OPERATING SUPPLIES - OTHER	01.144.0000.5329	2,049	4,136	5,500	5,500	501	5,000	5,500	5,500	5,500	
EQUIPMENT SUPPLIES	01.144.0000.5333	2,018	1,336	2,500	2,500	489	2,000	2,500	2,500	2,500	
Sub-total		4,212	5,528	8,250	8,250	1,002	7,200	8,250	8,200	8,200	-0.6%
SERVICES AND CHARGES											
DATA COMMUNICATION SERVICES	01.144.0000.5410	9,025	9,025	10,250	10,250	5,135	10,250	10,250	10,250	10,250	
TELEPHONE	01.144.0000.5415	41,872	42,113	25,000	25,000	16,883	23,500	25,000	24,500	24,500	
CONFERENCES AND SCHOOLS	01.144.0000.5425	0	0	0	0	0	0	0	0	0	
Sub-total		50,897	51,138	35,250	35,250	22,018	33,750	35,250	34,750	34,750	-1.4%
TOTAL GENERAL FUND		341,005	404,042	407,100	407,100	185,439	400,480	418,009	404,900	404,900	-0.5%
CAPITAL OUTLAY FUND											
FURNITURE/FIXTURES	41.144.0000.5812	0	0	0	0	0	0	0	0	0	
OTHER CAPITAL EQUIPMENT	41.144.0000.5819	-24	0	0	0	0	0	0	0	0	
COMPUTER EQUIPMENT	41.144.0000.5841	54,591	22,888	27,400	31,200	14,537	31,200	28,900	28,700	28,700	
SOFTWARE	41.144.0000.5843	894	39,113	17,500	20,500	0	20,500	17,500	24,100	14,000	
TOTAL CAPITAL OUTLAY FUND		55,461	61,801	44,900	51,700	14,537	51,700	46,400	52,800	42,700	-4.9%
GRAND TOTAL INFORMATION SERVICES		396,466	465,843	452,000	458,800	199,976	452,180	464,409	457,700	447,600	-1.0%

CITY OF FRANKLIN
2010 BUDGET

INFORMATION SERVICES

		2009 Adopted	2009 YTD 6/30/2009	2009 Estimate	2010 Dept/Request
CONTRACTUAL SERVICES					
DATA PROCESSING SERVICES	01.144.0000.5214	209,650	86,353	207,000	208,000

Data Processing Services is used primarily to fund CSEI, the contract agent that maintains our computer systems. The increase put in place in 2009 has sufficiently covered the routine need for Data Base Administrator services. These services were overlooked in the past and added to the 2009 contract. Actual usage of DBA has been less than anticipated, but I believe some staffing changes of the contractor have lead to this slightly lower than expected usage for 2009 ytd. 2010 should not anticipate as low DBA usage. Similarly, new systems are added, such as police car video recording and health department immunization, that continue to increase demand for these services. Contract services (approximately \$44.29 on average per hour worked) is more cost effective than hiring additional personnel to cover the same service demand and provides greater flexibility. A slight decrease is being made to fund additional Software maintenance (#5257) necessary to add constant system monitoring of critical devices.

		2009 Adopted	2009 YTD 6/30/2009	2009 Estimate	2010 Dept/Request
GIS SUPPORT SERVICES	01.144.0000.5215	101,750	33,562	101,750	101,750

This account funds contracted staff to maintain and enhance the GIS system. The service hours contract will be adjusted to fit within the available appropriation.

		2009 Adopted	2009 YTD 6/30/2009	2009 Estimate	2010 Dept/Request
EQUIPMENT MAINTENANCE	01.144.0000.5242	12,700	5,022	12,000	12,700

This account largely reflects the Avaya telephone system maintenance contract. The 2009 budget reflected a significant reduction that was available as a result of establishing a new service contract following installation of a new voicemail system in 2008. Although 2009 will be slightly under budget, I anticipate a need for some additional IS device monitors on network critical devices in late 2009 or 2010, as such I cannot reduce the appropriation for 2010. The Technology Commission is currently reviewing the need.

		2009 Adopted	2009 YTD 6/30/2009	2009 Estimate	2010 Dept/Request
SOFTWARE MAINTENANCE	01.144.0000.5257	36,500	36,030	36,030	36,500

This account covers maintenance contracts on the GIS software, the Govern package, anti-virus and filtering software, CAD software, and some limited, annually anticipated program support. Although prior year actual expenses were below appropriations, added costs for budgeted CAD licenses and for the Common Council approved new website software both increased the actual 2009 usage. As reported last year, potential changes due to the major 2008/9 GIS Re-write capital project will require the continuation of a ESRI Developer Network Subscription Bundle, which lets us legally establish and maintain a test environment for GIS application development (We really don't want to be doing the testing in our live environment.) I can absorb these added costs in this line item for 2010 in part because the \$3200 Semantic cost was a 2-year cost and won't be renewed again until 2011.

		2009 Adopted	2009 YTD 6/30/2009	2009 Estimate	2010 Dept/Request
SUNDRY CONTRACTORS	01.144.0000.5299	3,000	1,452	2,750	3,000

This account funds our web hosting company and any necessary cable installations or miscellaneous outside work. Keep account as budgeted since 2006. We did pick up the South 27th street domains this year as well. Although we are slightly under budget, we have a likely need to increase our main hosting agreement (Jade for 149.95/month through 11/20/11) to secure additional space for audio files so that they don't compromise our network band width. The Technology Commission is currently investigating this issue.

		2009 Adopted	2009 YTD 6/30/2009	2009 Estimate	2010 Dept/Request
OFFICE SUPPLIES	01.144.0000.5312	250	12	200	200

General office account. Nominal activity. Budgeted had been \$250 since 2005, but a small decrease can be absorbed.

		2009 Adopted	2009 YTD 6/30/2009	2009 Estimate	2010 Dept/Request
OPERATING SUPPLIES - OTHER	01.144.0000.5329	5,500	501	5,000	5,500
EQUIPMENT SUPPLIES	01.144.0000.5333	2,500	489	2,000	2,500

These two accounts provide the main funding for day-to-day departmental activity and repair/replacement efforts. These accounts can experience a lot of variation between years depending upon the nature of repairs required and the frequency of problems. Funding levels have remained stable since 2005 and should be maintained for 2009. Good experience so far this year, however, enables the 2009 year end number to be reduced slightly.

		2009 Adopted	2009 YTD 6/30/2009	2009 Estimate	2010 Dept/Request
DATA COMMUNICATION SERVICES	01.144.0000.5410	10,250	5,135	10,250	10,250

This account continues to cover the cost of the high-speed data lines for City Hall and DPW. In 2009 we also absorbed costs for new lines to Fire Stations 2 and 3 which will be moved to the Fire Department budget for 2010. In December of 2008, the City renewed its contracts with Time Warner for \$419.95 (City Hall) and \$299.95 (DPW) per month for 3 years (\$5,040+\$3,600=\$8,640 per year). This account effectively only anticipates \$1,610 for miscellaneous cabling and phone service wiring charges during a year, which can be used up in one cable wiring solution.

		2009 Adopted	2009 YTD 6/30/2009	2009 Estimate	2010 Dept/Request
TELEPHONE	01.144.0000.5415	25,000	16,883	23,500	24,500

This fund funds telephones and cell phones. In 2009 a reduction from \$35,000 reflected the net effect of rate changes in telephone lines (the results of a bid process for a new multi-year contract is currently being evaluated) and anticipated savings in cell phone lines (phones were moved to a new State contract that is accessible to local governments). For 2010, similar contract costs can be anticipated with nominal funding for unanticipated repairs and line changes.

		2009 Adopted	2009 YTD 6/30/2009	2009 Estimate	2010 Dept/Request
CAPITAL OUTLAY FUND					
FURNITURE/FIXTURES	41.144.0000.5812	0	0	0	0
OTHER CAPITAL EQUIPMENT	41.144.0000.5819	0	0	0	0
COMPUTER EQUIPMENT	41.144.0000.5841	27,400	14,537	31,200	29,200
SOFTWARE	41.144.0000.5843	17,500	0	20,500	23,600

Please see the attached capital outlay request

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2010 CAPITAL BUDGET REQUESTS
Department of Administration
Information Services

Computer Equipment - 41.144.0000.5841

2009 Budget	\$27,400
2009 Estimated	\$27,400
2010 Request	\$28,700

Software - 41.144.0000.5843

2009 Budget	\$17,500	
2009 Estimated	\$17,500	
2010 Request	\$24,100	\$14,000

New IT Infrastructure Upgrades Proposed for 2010

2010 Cost Summary:

1. iSCSI networkable storage array	\$ 14,000	H
2. Replacement Base2 Host server for Virtual Server management	\$ 4,000	H
3. Gigabit switch for Virtual Machine backbone networking and Rack upgrades	\$ 900	H
4. Existing Virtual Machine Hosts memory upgrades	\$ 2,600	H
5. New Virtual Machine Host server operating system licenses	\$ 4,500	S
6. New DPW server	\$ 2,700	H - 500 S
7. P.D. Security software for the squad car laptops	\$ 2,600	S
8. P.D. server operating system upgrades	\$ 1,500	S
9. SQL licensing for GIS and RMS (P.D.)	\$ 15,000	S
10. N-Able server performance and event log monitoring	\$	TBD
11. NexVue network traffic and protocol monitoring	\$	TBD
12. Implementation of a new Fiber Connection to Time Warner Cable	\$	TBD
13. Additional emergency hardware replacement	\$ 3,500	H
14. New mobile projector to handle newer resolutions	\$ 1,500	H

Total	\$ 52,800
#9	\$ -7,500
#7	\$ -2,600
Total	\$ 42,700

City Hall Virtual Server Environment Upgrades

Hardware:

- Dell PowerVault MD3000i (SAN)
 - o 3.9TB of disk storage (13x300GB 15k RPM drives)
 - o Accounts for 100% growth within 5 years
 - o Software management tools for Disk storage data protection

Hardware Cost = \$14,000

- Dell PowerEdge 2950 III Rack mount server to replace the Base2 Host server, which is out of warranty
 - o Dual Quad core processor
 - o 16GB memory
 - o RAID0+1 disk array for speed and protection
 - o Minimal disk storage is required on this server as the networkable disk array will be used

Hardware Cost = \$4000

- Existing Virtual Machine Host servers memory upgrades to 16GB
 - o Allows for proper distribution of required memory for virtual servers
 - o All Host servers will have enough memory to run all virtual servers in case of a large scale server failure

Hardware Cost = \$2600

- Dell PowerConnect 5424 Managed Switch
 - o Gigabit network for the Virtual Machine Host server backbone
 - o Disk array access
 - o Virtual Server failover and instance copying

Hardware Cost = \$900

Software:

- Microsoft Windows 2008 Server R2 Enterprise for the three Virtual Machine Host servers
 - o 3 licenses are required, one for each Host server
 - o Enterprise level software is required due to the memory plans
 - o Enterprise level software also allows for more flexible virtual machine licensing
 - o Required for Virtualization plans and clustering

Software Cost (CDW-G/MS contract quote) = \$4500

Explanation:

The requested upgrades and additional hardware will further the Virtual Server foundation for the City's network. It will add support for an ever growing need for data storage and redundancy/protection of that data. These plans will also increase the response time and lower the down time in the event of failures or emergencies.

DPW Server Replacement

Hardware:

- Dell PowerEdge T100 Tower server
 - o Dual Core processor
 - o 2GB memory
 - o RAID-1 disk storage
 - o DAT72 internal tape drive

Hardware cost = \$2,200

Software:

- Windows 2008 Server Std. operating system
- Software Cost = \$500

DPW Server Replacement Total = \$2,700

Explanation:

This server handles the DPW applications, file server, domain controller, DHCP, DNS, and backup software. As such, this server should be replaced per the 3-year server replacement guide.

P.D. Squad Laptop Security and Surveillance Enhancements

Software:

- Refog Employee Keylogger software licenses (19)
Software Costs =\$2600

Explanation:

Network security is an ever increasing concern. In order to better protect the data and that the P.D. has access to through the state, additional security monitoring measures should be implemented. A high quality key logger can allow the IT personnel to keep better tabs on the use of the squad laptops. Refog has a high end key logger that has been tested and fits the needs of IT security concerns and countermeasures.

P.D. Server Operating System Upgrades

Software:

- 4 licenses of Windows Server 2008 Std.
Software Cost = \$1500

Explanation:

Server operation needs and requirements are ever changing. To make sure P.D. servers are up to date in order to meet application and network requirements, updating several of the P.D. server operating systems is recommended. Four of the more critical servers should stay at an up to date level for the operating system including the RMS server, CAD server, Net Motion Server, and the Domain controller/File Server.

Microsoft SQL Licensing Updates

Software:

- ~~Microsoft SQL Server 2008 for the GIS SQL data server~~ ~~\$7500~~
Received alternate funding
 - Microsoft SQL Server 2008 for the P.D. RMS SQL server \$7500
- Software Cost = ~~\$15,000~~ \$7,500

Explanation:

The new GIS application rewrite project requires SQL 2005 to be installed on the Data server. Due to 2005 licensing not being available, 2008 licences will be purchased, but the licensing is backward compatible

KPI will be requiring RMS to be running under SQL 2008 as of 2010, therefore the P.D. SQL server will need to be upgraded from SQL 2000.

N-Able and NexVue

N-Able is already in use in a "Pilot" environment, but has proven to be a very important tool. Problems ranging from insufficient memory on the Govern server, to disk errors on the GIS and P.D.

Net Motion servers have been handled quicker through proper notification and a singular place to view errors and information on the server performance. Any time a server is not connected to the network, a CSEI team member is notified through E-mail. Recently, N-Able has been configured to act as a SysLogger, keeping track of all server event logs and through the use of specifically configured thresholds, can alert IT personnel through a chain of notifications and E-mail. In the past, a person would go through each server's event logs manually, looking for errors then notifying Level II support who, would then research the problem and resolve the issue on the server. The manual labor of looking through the event logs is extensive and of course it is not possible to monitor all servers in real time, without becoming a full time job. Recent problems with the E-mail server could have been resolved quicker through the monitoring and alert capabilities of N-Able.

As part of the new 3-Year IT Plan, the implementation of a central Event log monitoring system is proposed. N-able fits this requirement perfectly and has been tested since its recent installation for accuracy and to fine tune N-Able's chain of alerts.

NexVue is a new network monitoring tool that will fit the IT requirements for a more secure network and the ever growing needs to assess application and network services performance. NexVue can help resolve application performance issues in regards to SQL, GIS, Govern, and even E-mail protocols.

The ability to see real time where users are connecting to on the Internet can be a valuable tool for responding to Internet usage abuses. NexVue can show, monitor, and alert IT personnel of just about any protocol in relation to TCP/IP, among others. Source IPs, destination IPs, bandwidth used, amount of data transported, and duration of connections are all part of the comprehensive data that NexVue provides in a web interface. NexVue can provide the perfect companion to the P.D. security plans for the squad laptops and also the overall network security of the City's network.

Cost is under investigation

Internet Connection Upgrade

The City's IT Department is proposing a major upgrade to the City's main Internet connections at City Hall. The plan is to upgrade the foundation for the City's capability to communicate with remote locations for VPN/network connections. This upgrade centers on implementing a Dedicated Internet Fiber connection to Time Warner with a single 10Mx10M connection. This fiber network connection to Time Warner will pave the way for more enhanced connections to remote sites via Business Ethernet, or Metro Fiber Connections. This new Fiber connection is also far more scalable, up to 1G. The new 10M Dedicated Internet connection would also place the City in a higher level of service and support.

The City now utilizes two Business Class 10Mx2M Internet connections via modems. The proposed fiber connection to Time Warner would remove the need for having two lines, would provide a more stable connection to the Internet for the various VPN connections, and would provide even better throughput for remote connections to collection E-mail and other network resources. The initial plan would be to implement the 10M dedicated Internet fiber connection and then assess the needs of remote locations for a more stable, faster connection to City Hall.

The Metro Fiber Connection would be a point to point network connection between the Water Utilities and City Hall. This would provide a direct network connection to serve the Water Utilities IPX and water monitoring systems without the need of complex routing and VPN connections. This connection type can easily be moved to another year within the 3-Year IT Plan.

Current City Hall Internet Connection Costs:

Monthly cost for Internet / E-Mail / City VPN Connection (TW Cable B.C. 10Mx2M) \$ 419

61.5

Monthly cost for Internet VPN connections to remote network connections (same type)	\$ 419
Total Monthly cost for the two City Hall Internet Connections	\$ 838

Proposed new Fiber Service and installation Costs:

Monthly cost on the 10M Dedicated Internet Connection on a 3-year contract	\$ 922
One-Time Installation Cost based on a 3-year contract	\$ 500

Monthly cost of a 5M Metro Fiber Connection (for the Water Utility connection)	\$ 725
One-Time Installation Cost based on a 3-year contract	\$ 500

Capital Cost Impact Still under Investigation

Emergency Hardware Replacement

This additional fund covers any emergency situation where a departmental computer that is out of warranty fails and is not repairable. This amount can easily cover any workstation that is currently employed by City departments.

Emergency Hardware Replacements = \$3500

New Mobile Projector

A new up to date projector should be purchased for use with laptops. Newer laptops use much higher resolutions than the City's available projectors can handle.
Hardware Cost = \$1500

Items not funded:

SQL licensing for GIS	\$ 7,500	S
7. P.D. Security software for the squad car laptops	\$ 2,600	S

ADMINISTRATION and HUMAN RESOURCES

147

DEPARTMENT: Administration and Human Resources

PROGRAM MANAGER: Director of Administration

PROGRAM DESCRIPTION:

The Director of Administration serves as the Chief Administrative Officer of the municipal corporation; leading, planning, organizing and directing portions of the central administration of the City of Franklin toward the fulfillment of goals and policies determined by the Common Council. The Director coordinates day-to-day administrative activities of the City, excluding the administrative functions of the City Clerk and Finance Departments. The Director has responsibility of overseeing the City's insurance program and serves as the Director of Human Resources.

The mission of the Human Resources function is to develop and maintain a high functioning workforce through strategic, flexible, progressive, and cost effective human resources systems. The services provided by Human Resources range from analysis and recommendations regarding complex compensation and benefits issues, to consultation with management and policy makers, to direct service to employees. The functional areas encompassing Human Resources are summarized as follows: staffing, labor relations, compensation, benefits, training and development, employee records, equal employment opportunity, and human resources information systems.

MAJOR SERVICES:

- Attend Common Council meetings; provide staff support and attend Board and Commission meetings as necessary.
- In conjunction with the Personnel Committee and with support from the Human Resource Coordinator, responsible for negotiation and administration of collectively bargained labor agreements and recruitment of non-sworn personnel;
- In coordination with the Human Resource Coordinator, administer human resources systems, including the City's workers' compensation and employee health insurance programs.
- Develop, recommend, and maintain Human Resources policies and procedures.
- Coordinate staff training and development as requested by Department Heads.
- Administration of the City's liability and property insurance.
- Coordinate the development and publication of the City's newsletter.
- Represent the City in intergovernmental and legislative functions.
- Maintain and upgrade the City's web site and cable television channel.
- Maintain the City's information technology and voice communications systems.
- Provide staff support to the Personnel and Technology Committees.
- Coordinate the City's annual employee performance evaluation procedure.
- Oversee the Assessor, Animal Control, Recreation, Municipal Buildings, Planning, and Building Inspection offices and staff.

STAFFING:

Authorized Positions (FTE)	2005	2006	2007	2008	2009	2010
Director of Administration	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources Coordinator	.00	1.00	1.00	1.00	1.00	1.00
Human Resources Manager	1.00	0.00	0.00	0.00	0.00	0.00
Clerk Typist	.80	.80	.80	.80	.60	.60
Total	3.80	3.80	3.80	3.80	3.60	3.60

ACTIVITY MEASURES:

Activity	2005	2006	2007	2008	2009*	2010*
Labor Contracts Having Negotiations	4	6	3	3	6	4
Worker's Comp Claims	48	60	83	62	40	40
Job Analyses Conducted & Job Description Revised	20	12	39	5	6	3
New Hires	13	23	17	12	3	6
Separations from Service	13	9	12	17	7	6
Turnover Rate	5.7%	3.8%	5.1%	7.2%	3.1%	2.6%
Civil Service Exams Administered	240	260	3	3	6	4

* Forecast

BUDGET SUMMARY:

1. This budget continues to reflect the consolidation of the Administration (Dept. 147) and the Human Resources (Dept. 148) budgets into the Administration Department budget as first occurred in the 2006 Budget.
2. There is no increase to the 2010 non-personal services items in this division's operating budget.
3. The capital outlay appropriations are for an additional fire-proof file cabinet for Human Resources (\$1,800), an office chair(s) (\$300), and replacement computer equipment (\$1,500).

CITY OF FRANKLIN 2010 BUDGET		2007 Actual	2008 Actual	2009 Adopted	2009 Amended	2009 YTD 6/30/2009	2009 Estimate	2010 Forecast B	2010 Dept/Request	2010 Recommend	Percent Change
ADMINISTRATION											
PERSONAL SERVICES											
SALARIES-FY	01.147.0000.5111	172,697	183,966	184,143	184,143	87,446	181,135	184,368	184,368	184,368	
SALARIES-PT	01.147.0000.5113	22,818	19,560	19,307	19,307	9,751	19,307	19,403	19,403	19,403	
SALARIES-OT	01.147.0000.5117	433	1,066	1,500	1,500	276	1,000	1,500	1,500	1,500	
COMPTIME TAKEN	01.147.0000.5118	0	231	530	530	0	530	530	530	530	
LONGEVITY	01.147.0000.5133	144	147	150	150	75	150	185	185	185	
HOLIDAY PAY	01.147.0000.5134	11,653	11,103	11,364	11,364	7,930	12,019	12,523	12,523	12,523	
VACATION PAY	01.147.0000.5135	14,719	8,219	12,154	12,154	6,609	12,038	13,423	13,423	13,423	
FICA	01.147.0000.5151	16,350	16,507	17,530	17,530	8,147	17,303	17,743	17,743	17,743	
RETIREMENT	01.147.0000.5152	22,418	22,429	22,915	22,915	11,209	22,618	23,193	23,193	23,193	
RETIRE GROUP HEALTH	01.147.0000.5153	0	3,157	3,400	3,400	1,810	2,991	3,128	3,128	3,128	
GROUP HEALTH & DENTAL	01.147.0000.5154	44,649	40,798	42,852	42,852	20,848	41,004	40,440	40,440	40,440	
LIFE INSURANCE	01.147.0000.5155	1,791	1,998	2,047	2,047	500	997	1,019	1,019	1,019	
WORKERS COMPENSATIONINS	01.147.0000.5156	396	513	617	617	301	610	810	810	787	
Allocated payroll cost	01.147.0000.5199	-17,700	-18,300	-18,900	-18,900	-9,450	-18,900	-18,900	-18,900	-19,400	
Sub-total		290,367	291,394	299,609	299,609	145,452	292,802	299,365	299,365	298,842	-0.3%
Percent of Department Total		67.3%	68.4%	63.6%	63.6%	62.8%	65.2%	63.2%	63.5%	63.5%	
CONTRACTUAL SERVICES											
MEDICAL SERVICES	01.147.0000.5211	8,403	5,541	6,650	6,650	3,537	4,500	6,850	6,650	6,650	
HR PROCESSING FEES	01.147.0000.5215	11,670	11,962	12,300	12,300	5,508	12,300	12,669	12,300	12,300	
OTHER PROFESSIONAL SERVICES	01.147.0000.5219	5	1,693	1,200	1,200	3,939	2,352	1,236	2,200	2,200	
AUTO MAINTENANCE	01.147.0000.5241	677	0	600	600	66	600	618	600	600	
EQUIPMENT MAINTENANCE	01.147.0000.5242	1,886	2,221	2,500	2,500	679	1,500	2,575	1,500	1,500	
LABOR ATTORNEY	01.147.0000.5252	46,216	34,512	29,000	29,000	23,652	29,000	29,870	29,000	29,000	
UNEMPLOYMENT COSTS	01.147.0000.5287	5,997	6,110	25,050	25,050	12,611	25,050	25,802	25,050	25,050	
SUNDRY CONTRACTORS	01.147.0000.5299	3,772	3,772	4,500	4,500	1,886	4,500	4,635	4,500	4,500	
Sub-total		78,626	65,810	81,800	81,800	51,878	79,802	84,255	81,800	81,800	0.0%
SUPPLIES											
POSTAGE	01.147.0000.5311	32,717	40,191	43,500	43,500	21,950	43,500	43,500	45,500	45,500	
OFFICE SUPPLIES	01.147.0000.5312	684	472	800	800	223	800	800	800	800	
PRINTING	01.147.0000.5313	10,720	9,551	10,100	10,100	1,450	9,750	10,100	10,100	10,100	
EDUCATION SUPPLIES-TESTING	01.147.0000.5328	1,646	896	6,150	6,150	0	0	6,150	6,150	6,150	
OPERATING SUPPLIES-OTHER	01.147.0000.5329	1,797	4,085	7,650	7,650	2,166	5,500	7,650	5,650	5,650	
FUEL & LUBRICANTS	01.147.0000.5331	441	494	700	700	100	600	700	700	700	
VEHICLE SUPPORT	01.147.0000.5332									300	
MISCELLANEOUS SUPPLIES	01.147.0000.5399	328	304	0	0	46	46	0	0	0	
Sub-total		48,312	55,993	68,900	68,900	25,935	60,196	68,900	68,900	69,200	0.0%
SERVICES AND CHARGES											
OFFICIAL NOTICES/ADVERTISING	01.147.0000.5421	4,136	681	6,000	6,000	1,303	2,000	6,000	5,500	5,500	
SUBSCRIPTIONS	01.147.0000.5422	278	552	650	650	275	650	650	650	650	
MEMBERSHIPS	01.147.0000.5424	1,492	1,346	1,500	1,500	510	1,700	1,500	2,000	2,000	
CONFERENCES AND SCHOOLS	01.147.0000.5425	1,483	791	3,500	3,500	210	2,000	3,500	3,500	3,500	
ALLOCATED INSURANCE COST	01.147.0000.5428	200	200	200	200	100	200	200	200	200	
MILEAGE	01.147.0000.5432	275	597	600	600	22	600	600	600	600	
EQUIPMENT RENTAL	01.147.0000.5433	4,946	4,946	5,000	5,000	4,795	5,300	5,000	5,000	5,000	
Sub-total		12,811	9,113	17,450	17,450	7,215	12,450	17,450	17,450	17,450	0.0%
SUB TOTAL NON PERSONAL SERVICES		139,749	130,916	168,150	168,150	85,028	152,448	170,605	168,150	168,450	0.0%
TOTAL GENERAL FUND		430,116	422,310	467,759	467,759	230,480	445,250	469,970	467,515	467,292	-0.2%
CAPITAL OUTLAY FUND											
OFFICE EQUIPMENT	41.147.0000.5813	0	2,024	2,100	2,100	0	2,100	2,100	2,100	2,100	
COMPUTER EQUIPMENT	41.147.0000.5841	989	1,634	1,500	1,500	1,033	1,500	1,500	1,500	1,500	
SOFTWARE	41.147.0000.5843	553	0	0	0	0	0	0	0	0	
TOTAL CAPITAL OUTLAY FUND		1,542	3,658	3,600	3,600	1,033	3,600	3,600	3,600	3,600	0.0%
GRAND TOTAL ADMINISTRATION		431,658	425,968	471,359	471,359	231,513	448,850	473,570	471,115	470,892	-0.2%

**CITY OF FRANKLIN
2010 BUDGET**

ADMINISTRATION

		2009 Adopted	2009YTD 6/30/2009	2009 Estimate	2010 Dept/Request
PERSONAL SERVICES					
SALARIES-FT	01.147.0000.5111	184,143	87,446	181,135	184,368
SALARIES-PT	01.147.0000.5113	19,307	9,751	19,307	19,403
SALARIES-OT	01.147.0000.5117	1,500	276	1,000	1,500
COMPTIME TAKEN	01.147.0000.5118	530	0	530	530
LONGEVITY	01.147.0000.5133	150	75	150	185
HOLIDAY PAY	01.147.0000.5134	11,364	7,930	12,019	12,523
VACATION PAY	01.147.0000.5135	12,154	6,609	12,038	13,423
FICA	01.147.0000.5151	17,530	8,147	17,303	17,743
RETIREMENT	01.147.0000.5152	22,915	11,209	20,272	23,193
RETIREE GROUP HEALTH	01.147.0000.5153	3,400	1,810	2,991	3,128
GROUP HEALTH & DENTAL	01.147.0000.5154	42,852	20,848	41,004	40,440
LIFE INSURANCE	01.147.0000.5155	2,047	500	997	1,019
WORKERS COMPENSATION/INS	01.147.0000.5156	617	301	610	810
Allocated payroll cost	01.147.0000.5199	-18,900	-9,450	-18,900	-18,900
Sub-total		299,609	145,452	290,456	299,365

		2009 Adopted	2009YTD 6/30/2009	2009 Estimate	2010 Dept/Request
CONTRACTUAL SERVICES					
MEDICAL SERVICES	01.147.0000.5211	6,650	3,537	4,500	6,650

This account covers drug screens, new employee testing, and any other related medical charges. It varies with each year's activity. Costs increase in order to counter and evaluate workers compensation and disability claims and in order to ensure proper drug screening of all new employees. The increase in the 2009 appropriation was intended to address the intent of the Police and Fire Commission to begin psychological testing for new firefighters as is currently done for police officers. That increase was funded by reductions in other line items, such as Equipment Rental and Operating Supplies last year. The potential for filling vacancies and defending workers comp claims in 2010 suggests this funding level should remain constant. Our good experience year-to-date and the current hiring freeze suggests the 2009 expected budget could be reduced.

		2009 Adopted	2009YTD 6/30/2009	2009 Estimate	2010 Dept/Request
HR PROCESSING FEES	01.147.0000.5215	12,300	5,508	12,300	12,300

This account pays the fees for the payroll/HR system. It is a monthly fee. The current contract expired at the end of 2007, and the City is currently operating on a month-to-month basis. It is estimated that the requested appropriation will be sufficient to cover any reasonable increase that may occur during 2010. Additionally, there are potential one-time charges that may be required due to benefit changes caused by new labor contracts.

		2009 Adopted	2009YTD 6/30/2009	2009 Estimate	2010 Dept/Request
OTHER PROFESSIONAL SERVICES	01.147.0000.5219	1,200	3,939	2,352	2,200

This account pays the \$400 state filing fee whenever a grievance or contract is mediated or arbitrated. This account should increase to at least \$1,200 as the prior appropriation of \$1000 was set based upon the State's previous filing fee charge of only \$250. Even with the increase, appropriations cover one less filing fee than prior year's budgets. 2009 ytd includes two pension filing fee checks that were issued but will likely be voided. As such the remaining cost is a \$1,912.50 charge for the Police Unit arbitration and a \$438 charge for actuarial costs associated with the arbitration. Other arbitrations are possible in 2010. The pension costs noted above will occur in either 2010 or 2011. Funding has been moved from #5242.

		2009 Adopted	2009YTD 6/30/2009	2009 Estimate	2010 Dept/Request
AUTO MAINTENANCE	01.147.0000.5241	600	66	600	600

Very hard to guess what will break. Maintained annual appropriation.

		2009 Adopted	2009YTD 6/30/2009	2009 Estimate	2010 Dept/Request
EQUIPMENT MAINTENANCE	01.147.0000.5242	2,500	679	1,500	1,500

This account primarily covers the maintenance contracts on a large printer used in inspection, the small copier in the Clerk's office, a laser printer, and the postage machine. Most of the charges are fixed by contract. Dropping another older printer for which the maintenance contract is no longer needed allowed for \$1,000 to be moved to #5219.

		2009 Adopted	2009YTD 6/30/2009	2009 Estimate	2010 Dept/Request
LABOR ATTORNEY	01.147.0000.5252	29,000	23,652	29,000	29,000

2007 costs were high due to an expensive duty disability arbitration case and the DPW labor contract arbitration. The majority of the appropriation is intended to ensure the City sufficient appropriations to engage in arbitrations that may occur. For example, the Police arbitration cost for the last contract exceeded \$15,000, which included hearings, preparation, research, and preparation of briefs, all on a complex topic. Similarly, the City has continued to pursue another duty disability case which is still active; to date \$8,185 on attorney fees have been spent. If too many additional hearing dates are scheduled, this account could run over in 2009. These resources are also intended to provide for routine, limited access to professional assistance and input on human resources matters. Given that multiple labor units are still open, potential arbitrations in 2010 should be funded.

		2009 Adopted	2009YTD 6/30/2009	2009 Estimate	2010 Dept/Request
UNEMPLOYMENT COSTS	01.147.0000.5287	25,050	12,611	25,050	25,050

Typically, these costs are generally not expected, but costs do occur for a variety of reasons other than layoffs. In 2008, the account was maintained to reflect the lowest amount the City had had in the last three years. The 2009 appropriation estimate reflected an estimate of the additional unemployment costs associated with layoffs that were anticipated. As the question of layoffs is not yet resolved, this number should not be reduced at this time, particularly in light of the federal extension of the benefit period from 26 weeks to one year.

		2009 Adopted	2009YTD 6/30/2009	2009 Estimate	2010 Dept/Request
SUNDRY CONTRACTORS	01.147.0000.5299	4,500	1,886	4,500	4,500

This account covers the quarterly payment to Aurora for the Employee Assistance Program, which currently accounts for \$3,772 per year. It can also cover unanticipated contract needs such as the use of an actuarial to address GASB estimates as are needed during labor negotiations. This line item can be used similarly with Other Professional Services.

		2009 Adopted	2009YTD 6/30/2009	2009 Estimate	2010 Dept/Request
POSTAGE	01.147.0000.5311	43,500	21,950	43,500	45,500

This reflects typical postage usage including this years past rate increase and continuing with 5 newsletters per year. The appropriation for 2009 was not increased and is very possibly going to be short, but could make it. Rate increases occurred in 2009 and are anticipated every 6 months. The increase requested assumes similar volume and approximately a 2 cent postage rate increase. Funding is provided by a reduction in operating supplies appropriations (#5329).

		2009 Adopted	2009YTD 6/30/2009	2009 Estimate	2010 Dept/Request
OFFICE SUPPLIES	01.147.0000.5312	800	223	800	800

Account activity has been stable. Keep as previously budgeted.

		2009 Adopted	2009YTD 6/30/2009	2009 Estimate	2010 Dept/Request
PRINTING	01.147.0000.5313	10,100	1,450	9,750	10,100

This primarily funds the 5 newsletters and the annual Garbage/Recycling card insert. Publishing 5 newsletters continues to be anticipated in 2010. Although the 2009 amount looks like it will barely come in under budget, the printer (House of Corrections) indicates a 6% increase effective August 1, 2009. As such, the funding should remain the same. Additionally, this line item is used for letter head or special printing but there is no longer a dedicated portion of the appropriation for this purpose.

		2009 Adopted	2009YTD 6/30/2009	2009 Estimate	2010 Dept/Request
EDUCATION SUPPLIES-TESTING	01.147.0000.5328	6,150	0	0	6,150

This covers testing costs. Dispatcher, Fire, and Police have expired lists and may need new lists next year. It is hard to predict what other vacancies may occur or will be allowed to be filled. The historical funding level would cover the potential need. The hiring freeze in 2009 makes use of these resources this year unlikely.

		2009 Adopted	2009YTD 6/30/2009	2009 Estimate	2010 Dept/Request
OPERATING SUPPLIES-OTHER	01.147.0000.5329	7,650	2,166	5,500	5,650

This covers office supplies, laser toner, letterhead, copy paper, etc. used by all of the first floor of City Hall. The account has been reduced to fund additional needed appropriations in postage. The reduction is made only to fund the postage increases. Although recent year expenditures have been actively restricted, this line item was over \$6000 in both 2005 and 2006, so I need to be cautious not to cut it further. Otherwise, there will be no ability to handle unexpected contingencies.

		2009 Adopted	2009YTD 6/30/2009	2009 Estimate	2010 Dept/Request
FUEL & LUBRICANTS	01.147.0000.5331	700	100	600	700

No change

64.2

		2009 Adopted	2009YTD 6/30/2009	2009 Estimate	2010 Dept/Request
MISCELLANEOUS SUPPLIES	01.147.0000.5399	0	46	46	0

No budget requested.

		2009 Adopted	2009YTD 6/30/2009	2009 Estimate	2010 Dept/Request
OFFICIAL NOTICES/ADVERTISING	01.144.0000.5421	6,000	1,303	2,000	5,500

This account covers job advertisements and varies depending upon vacancies. The appropriation was left at its current level because it is not possible to anticipate what vacancies will occur in 2010, but it is known that Dispatchers, Police, and Fire all have expired lists. Nonetheless, a slight reduction was recorded to cover a need for additional appropriations in memberships (#5424). In March the Common Council considered the \$400-\$2,000 cost of placing an ad in the South Suburban Chamber of Commerce Community map Brochure and "suggested" that it be considered for the 2010 budget. Given the lack of available resources, I have not added any for this. If, however, positions are not being filled in 2010, a portion of the existing resources could be considered for this purpose.

		2009 Adopted	2009YTD 6/30/2009	2009 Estimate	2010 Dept/Request
SUBSCRIPTIONS	01.147.0000.5422	650	275	650	650

Again in 2010, no increase in appropriations is requested. It primarily includes newsletters, the MJS, and a payroll data report.

		2009 Adopted	2009YTD 6/30/2009	2009 Estimate	2010 Dept/Request
MEMBERSHIPS	01.147.0000.5424	1,500	510	1,700	2,000

The appropriation for 2010 is slightly increased to cover increasing membership costs and the addition of the APA Wisconsin Chapter. Also included are, for example, the International City Manager's Association (ICMA), International Public Employers Labor Relations Association (IPELRA), WPELRA (the Wisconsin branch), Wisconsin City Managers Association (WCMA), and Milwaukee Area Municipal Employers Association (MAMEA). There will likely be additional memberships needed to join "Wellness Committee" related resource organizations given the new emphasis on wellness programs.

		2009 Adopted	2009YTD 6/30/2009	2009 Estimate	2010 Dept/Request
CONFERENCES AND SCHOOLS	01.147.0000.5425	3,500	210	2,000	3,500

I will continue to work within my predecessor's established appropriation. Due to work load, I have not attended an off-site conference the last couple years. Year-to-date expenditures have been for on-line seminars and conferences in order to take advantage of the ability to eliminate travel time. Short conferences or meetings in the region have also been funded such as three wellness seminars at the Waukesha Technical College. This line item also covers any training for the Human Resources Coordinator.

		2009 Adopted	2009YTD 6/30/2009	2009 Estimate	2010 Dept/Request
ALLOCATED INSURANCE COST	01.147.0000.5428	200	100	200	200

		2009 Adopted	2009YTD 6/30/2009	2009 Estimate	2010 Dept/Request
MILEAGE	01.147.0000.5432	600	22	600	600

Maintain current level. Mileage report for the current year has not yet been submitted.

		2009 Adopted	2009YTD 6/30/2009	2009 Estimate	2010 Dept/Request
EQUIPMENT RENTAL	01.147.0000.5433	5,000	4,795	5,300	5,000

This account reflects the continued lease of a large copier and cost for rental of a postage meter. Copy overage charges for the first portion of 2009 suggests that, at the same rate, this account will run short at year's end. Nonetheless, we can try to stay within the contractual amount and cover any 2010 overage from within the overall appropriations.

TOTAL GENERAL FUND		467,759	230,480	442,904	467,515
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CAPITAL OUTLAY FUND					
OFFICE EQUIPMENT	41.147.0000.5813	2,100	0	2,100	2,100
COMPUTER EQUIPMENT	41.147.0000.5841	1,500	1,033	1,500	1,500
SOFTWARE	41.147.0000.5843	0	0	0	0
TOTAL CAPITAL OUTLAY FUND		3,600	1,033	3,600	3,600

See attached capital outlay descriptions

64.3

2010 CAPITAL BUDGET REQUESTS
Department of Administration
Administration and Human Resources (Dept. 147)

Office Equipment - 41.147.0000.5813

2009 Budget	\$2,100
2009 Estimated	\$2,100
2010 Request	\$2,100

File Cabinet **\$1,800**

In 2007 a fire proof file cabinet was obtained for important personnel records. Additional personnel records should be provided the same level of protection. In total three fire proof file cabinets are anticipated to be needed to properly secure personnel records. This would represent the third such unit

OfficeChair(s) **\$300**

A number of office chairs are showing signs of age and will be deserving of replacement. Replacement will be needed to ensure safe, ergonomic working conditions.

Computer Equipment - 41.147.0000.5841

2009 Budget	\$1,500
2009 Estimated	\$1,500
2010 Request	\$1,500

Replacement Computer **\$1,500**

The department has five computers. Replacement should be scheduled as one per year in order to standardize the budget impact and avoid peaks.

FINANCE DEPARTMENT
151, 152

DEPARTMENT: Finance

PROGRAM MANAGER: Director of Finance & Treasurer

PROGRAM DESCRIPTION:

The City Finance Department is responsible for the cash receipting, accounting, investments, budgeting, banking, borrowing, and financial reporting of all City and Water Utility operations. This includes the maintenance of all financial records for the City and Water Utility, billing and collections, accounts payable processing, managing the City's borrowing, and processing payroll for all City employees. The Director is responsible for cash management and investment management with the assistance of an outside investment manager. The department is also responsible for property tax collections for the City and the other taxing jurisdictions from December through July of each year. Long-term department goals include increasing automation of accounting and treasury functions to improve efficiency of services to other City departments and the public, increasing the knowledge of department staff, maintaining timely, quality and useful financial information to City officials and citizens.

Department No. 152 accounts for the cost of the annual City audit.

SERVICES:

- Serve as the City's Chief Financial Officer
- Preparation of monthly and quarterly and annual financial statements
- Preparation of the comprehensive annual financial statements and coordination of the annual audit.
- Coordinate and supervise the preparation of annual City budget.
- Preparation of required State of Wisconsin financial reports and forms.
- Property tax collection and settlement with other governments
- Implement borrowing strategies and supervise all City borrowing.
- Disbursement of monies to vendors.
- Payroll processing for all City employees.
- Billing and collection for City services provided, including special assessments, weed control, development inspection, and other services.
- Financial support and advice to the Franklin Water Utility
- Financial support and advice regarding the TIF Districts and the Community Development Authority.
- Cash management and investment of City funds.
- Receipting of all monies paid to the City.
- Manage City bank accounts.
- Dog and cat licensing.

STAFFING:

Authorized Positions (FTE)	2005	2006	2007	2008	2009	2010
Director of Finance & Treasurer	1.00	1.00	1.00	1.00	1.00	1.00
Accounting Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Treasurer	1.00	1.00	1.00	1.00	1.00	1.00
Staff Accountant	1.00	1.00	1.00	1.00	1.00	1.00
Account Clerk	1.30	1.30	1.30	1.30	1.30	1.30
Lead Cashier	0.75	0.75	0.75	0.75	0.75	0.75
Cashier/Clerk	.80	.80	.80	.80	.80	.80
Cashier (seasonal)	.60	.45	.45	.25	.25	.25
Total	7.45	7.30	7.30	7.10	7.10	7.10

ACTIVITY MEASURES:

Activity	2005	2006	2007	2008	2009*	2010*
Disbursement Checks	6,126	6,831	5,923	5,349	5,500	5,700
Employees Paid	328	348	349	393	375	375
Property Tax Bills	12,793	13,393	13,523	13,623	13,700	13,800
Water/Sewer Payments	35,187	36,483	37,119	37,537	37,800	38,000
General Receipts Processed	10,003	10,781	8,562	8,383	8,500	8,500
Dog/Cat licenses	1,150	1,148	1,107	681	700	700
Assessment Invoices	7	72	10	61	50	50
Customer Invoices	477	1,492	999	869	900	1,000
Purchase Requisitions Used	4,130	4,555	4,094	4,412	4,500	4,500

* Forecast

BUDGET SUMMARY:

- 1) The department uses lockbox processing, outsourced payroll processing, outsourced property tax bill preparation and mailing and temporary seasonal help to minimize staffing while maintaining efficient customer services.
- 2) Allocated Payroll Costs – These credits represent the portion of the departmental personal services expense charged to the Community Development Authority, sewer and water operations.
- 3) Capital Outlay:

Computer Equipment
\$4,000

CITY OF FRANKLIN
2010 BUDGET

		2007	2008	2009	2009	2009 YTD	2009	2010	2010	2010	Percent
		Actual	Actual	Adopted	Amended	6/30/2009	Estimate	Forecast B	Dept/Request	Recommend	Change
FINANCE											
PERSONAL SERVICES											
SALARIES-FT	01.151.0000.5111	209,133	227,328	234,906	234,906	117,539	231,214	236,331	236,331	236,331	
SALARIES-PT	01.151.0000.5113	83,948	86,139	93,741	93,741	46,610	93,319	94,269	94,269	94,269	
SALARIES-TEMP	01.151.0000.5115	2,582	4,477	4,820	4,820	5,080	4,680	4,774	4,774	4,774	
SALARIES-OT	01.151.0000.5117	401	622	1,200	1,200	35	700	1,200	1,200	1,200	
COMPTIME TAKEN	01.151.0000.5118	937	960	1,061	1,061	1,306	1,061	1,061	1,061	1,061	
LONGEVITY	01.151.0000.5133	570	659	670	670	315	675	775	775	775	
HOLIDAY PAY	01.151.0000.5134	18,373	17,498	18,315	18,315	8,646	18,933	19,290	19,290	19,290	
VACATION PAY	01.151.0000.5135	25,308	21,280	23,742	23,742	9,128	23,540	23,979	23,979	23,979	
FICA	01.151.0000.5151	25,632	26,676	28,952	28,952	13,973	28,620	29,198	29,198	29,198	
RETIREMENT	01.151.0000.5162	32,347	33,932	35,261	35,261	17,465	34,822	35,547	35,547	35,547	
RETIREE GROUP HEALTH	01.151.0000.5153	0	3,206	3,500	3,500	1,836	3,036	3,175	3,175	3,175	
GROUP HEALTH & DENTAL	01.151.0000.5154	70,445	75,252	79,047	79,047	38,373	75,580	74,505	74,505	74,505	
LIFE INSURANCE	01.151.0000.5155	3,389	3,217	3,107	3,107	697	1,366	1,524	1,524	1,524	
WORKERS COMPENSATION INS	01.151.0000.5156	607	815	1,021	1,021	509	1,009	1,334	1,334	1,296	
ALLOCATED PAYROLL COST	01.151.0000.5199	-60,800	-55,300	-57,700	-57,700	-28,852	-57,700	-57,700	-57,700	-62,400	
Sub-total		422,870	446,762	471,643	471,643	232,660	460,855	469,262	469,262	464,524	-1.5%
Percent of Department Total		87.2%	87.5%	86.9%	86.9%	88.8%	87.4%	86.7%	87.2%	87.1%	
CONTRACTUAL SERVICES											
PAYROLL PROCESSING FEES	01.151.0000.5215	13,750	14,641	15,859	15,859	7,175	15,500	16,335	15,800	15,800	
EQUIPMENT MAINTENANCE	01.151.0000.5242	870	1,010	1,000	1,000	0	1,000	1,030	1,000	1,000	
SOFTWARE MAINTENANCE	01.151.0000.5257	11,072	11,086	12,400	12,400	12,598	12,598	12,772	13,000	13,000	
COLLECTION SERVICES	01.151.0000.5298	0	0	0	0	52	52	0	0	0	
TAX BILL PREPARATION & MAILING	01.151.0000.5299	9,947	10,395	10,600	10,600	0	10,875	10,918	11,400	11,400	
Sub-total		35,639	37,131	39,859	39,859	19,825	40,025	41,055	41,200	41,200	3.4%
SUPPLIES											
OFFICE SUPPLIES	01.151.0000.5312	1,885	2,087	2,200	2,200	577	2,000	2,200	2,100	2,100	
PRINTING	01.151.0000.5313	2,818	2,837	4,000	4,000	192	3,000	4,000	3,000	3,000	
Sub-total		4,703	4,924	6,200	6,200	769	5,000	6,200	5,100	5,100	-17.7%
SERVICES & CHARGES											
SUBSCRIPTIONS	01.151.0000.5422	47	0	500	500	0	0	500	0	0	
MEMBERSHIPS	01.151.0000.5424	430	295	400	400	300	380	400	400	400	
CONFERENCES & SEMINARS	01.151.0000.5425	2,530	2,117	3,000	3,000	1,000	2,322	3,000	2,700	2,700	
ALLOCATED INSURANCE COST	01.151.0000.5428	1,500	1,500	1,500	1,500	750	1,500	1,500	1,500	1,500	
MILEAGE	01.151.0000.5432	0	0	0	0	0	0	0	0	0	
BANK FEES	01.151.0000.5491	14,063	13,946	15,500	15,500	6,648	13,500	15,500	14,000	14,000	
Sub-total		18,569	17,858	20,900	20,900	8,698	17,702	20,900	18,600	18,600	-11.0%
SUB TOTAL NON PERSONAL SERVICES		58,911	59,913	66,959	66,959	29,292	62,727	68,155	64,900	64,900	-3.1%
TOTAL GENERAL FUND		481,781	506,675	538,602	538,602	261,952	523,582	537,417	534,162	529,424	-1.7%
CAPITAL OUTLAY FUND											
FURNITURE & FIXTURES	41.151.0000.5812	0	0	0	0	0	0	0	0	0	
OFFICE EQUIPMENT	41.151.0000.5813	0	0	0	0	0	0	0	0	0	
COMPUTER EQUIPMENT	41.151.0000.5841	3,067	3,971	4,000	4,000	0	4,000	4,000	4,000	4,000	
SOFTWARE	41.151.0000.5843	0	0	0	0	0	0	0	0	0	
TOTAL CAPITAL OUTLAY FUND		3,067	3,971	4,000	4,000	0	4,000	4,000	4,000	4,000	0.0%
GRAND TOTAL FINANCE		484,848	510,646	542,602	542,602	261,952	527,582	541,417	538,162	533,424	-1.7%
Less Program Revenue:											
INTEREST ON INVESTMENTS	01.0000.4711	-545,291	-358,893	-475,000	-475,000	-130,930	-225,000	-300,000	-275,000	-275,000	
INVESTMENT GAINS/LOSSES	01.0000.4713	-65,967	-95,714	0	0	-29,236	0	0	0	0	
INTEREST-TAX ROLL	01.0000.4715	-283,132	-270,698	-275,000	-275,000	-151,953	-125,000	-150,000	-115,000	-115,000	
Net Finance Related Costs		-409,543	-214,659	-207,398	-207,398	-50,167	177,582	91,417	148,162	143,424	

AUDIT**CONTRACTUAL SERVICES**

SPECIAL AUDIT	01.152.0000.5210		474								
ANNUAL AUDIT	01.152.0000.5213	21,665	25,815	27,150	27,150	26,837	26,837	27,965	26,000	26,000	
ACTUARIAL REVIEW	01.152.0000.5219	5,600	0	6,600	6,600	0	5,600	6,798	0	0	
GRAND TOTAL AUDIT		27,265	26,289	33,750	33,750	26,837	32,437	34,763	26,000	26,000	-23.0%

**CITY OF FRANKLIN
2010 BUDGET REQUEST
FINANCE DEPARTMENT
September 3, 2009**

	2009 Budget	6/30/2009 YTD	2009 Estimate	2010 Request
2010 DEPARTMENTAL BUDGET REQUEST	538,602	261,952	527,814	534,162

PERSONAL SERVICES Current Staffing-7.1 FTE	471,643	232,660	460,855	469,262
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The departmental goal is to be able to provide the level of financial services required by the City. The department is working at capacity. Any unexpected project puts stress on the entire department. The external demands of service improvements, new systems, meeting the commitments of audit, budgeting, special projects, maintaining GASB 34 infrastructure changes and implementing GASB#45 retire benefit changes have presented a challenge given the current level of available resources.

CONTRACTUAL SERVICES:

Payroll Processing Fees 01.151.0000.5215	15,859	7,175	15,500	15,800
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Cost of processing utilizing an outside vendor and having our staff do the required input and review. Expect cost increase due to contract period ending.

Equipment Maintenance 01.151.0000.5242	1,000	-0-	1,000	1,000
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Includes maintenance on a single purpose line printer and other maintenance needs.

Software Maintenance 01.151.0000.5257	12,400	12,598	12,598	13,000
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Maintenance on the ACS financial system, ACS receivables system, AS400 operating system maintenance, GSC tax software and Govern special assessment maintenance are included in this category.

Collection Services 01.151.0000.5298	0	52	52	0
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Tax Bill Preparation 01.151.0000.5299	10,600	0	10,875	11,400
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The cost of preparing, postage and mailing the property tax bills that increase in number each year.

SUPPLIES

Office Supplies 01.151.0000.5312	2,200	577	2,000	2,100
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The cost of the office supplies necessary to support the staff

Printing 01.151.0000.5313	4,000	192	3,000	3,000
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Printing includes Purchase Order Forms, A/R Invoice forms, A/P checks, 1099 forms, envelopes and the property tax insert. Increased check printing cost due to best practices changes to improve check protection features.

**CITY OF FRANKLIN
2010 BUDGET REQUEST
FINANCE DEPARTMENT
September 3, 2009**

		2009 Budget	6/30/2009 YTD	2009 Estimate	2010 Request
SERVICES AND CHARGES					
Subscriptions	01.151.0000.5422	550	0	0	0
The subscription is for a voluntary GASB assessment.					
Memberships	01.151.0000.5424	400	300	380	400
The memberships are to the Government Finance Officers Association, Wisconsin Government of Finance Officers Association and the Municipal Treasurers Association.					
Conferences & Seminars	01.151.0000.5425	3,000	1,000	2,322	2,700
Conferences are for the annual meeting seminars of the above organizations and skills improvement courses for the Director and staff. The Finance department has three supervisory staff members. The seminars help us to stay current in our fields of expertise.					
Allocated Insurance Cost	01.151.0000.5428	1,500	750	1,500	1,500
The insurance allocation is for bonding, money and securities and crime coverage.					
Mileage	01.151.0000.5432	0	-	0	0
Mileage reimbursement when a city car is not available					
Bank Fees	01.151.0000.5491	15,500	6,648	13,500	14,000
Since 2006 the City of Franklin recognizes these charges as a cost and increases interest income by the same amount. Increased bank fees cost due to best practices changes.					

**CITY OF FRANKLIN
2010 BUDGET REQUEST
Audit
September 3, 2009**

		2009 Budget	6/30/2009 YTD	2009 Estimate	2010 Request
CONTRACTUAL SERVICES					
Annual Audit	01.152.000.5213	27,150	26,837	26,837	26,000
The audit for the fiscal year ending December, 2009 is for the second of two option years under the current agreement based on an RFP. The budget is based upon the contract. Our staff prepares most of the audit work papers, prepares the CAFR and the single audit worksheet for grants. The 2010 budget request is for auditing the 2009 year, for the preparation of the Wisconsin Form B and for a single audit for grants, if necessary. For the 2008 audit year the City did not need a single audit for grants. For the 2009 audit year the budget does not include a provision for a single audit.					
Actuarial Report	01.152.0000.5219	6,600	0	5,600	0
The actuarial study of retiree benefits for GASB #45 is updated every other year. It was updated in 2009.					

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**CITY OF FRANKLIN
2010 FINANCE DEPARTMENT
July, 2009**

CAPITAL OUTLAY BUDGET REQUEST - \$4,000

Computer Equipment – 41.151.0000.5841 - \$4,000.00

Workstations and Printers

The Finance department has 13 computer workstations, 2 lazer printers and a line printer. To keep the department computer equipment up to date the computers are replaced on a four year replacement cycle by purchasing on average three computers each year. The printers are longer lasting and are replaced at the end of their useful life. This budget is for the 2010 replacements either two workstations and one printer or three workstations depending upon greatest need.

Year purchased for existing:

Computers

2008 – 4	2007 – 3
2006 – 1	2005 – 2
2004 – 2	2003 – 1

Printers

1999 – 2 lazer
1987 – 1 line printer

CITY ASSESSOR
154

DEPARTMENT: Assessor

PROGRAM MANAGER: Director of Administration and City Assessor

PROGRAM DESCRIPTION:

The Assessor's Office is responsible for setting the value of all property within the City for the purposes of determining the taxable value of real and personal property, upon which is levied the municipal, county, and school property tax. The City Assessor is an outside contractor with City staff support from a full-time Assessor Clerk.

SERVICES:

- Input and update information in property database.
- Inspect and review all properties that were issued permits for the current year, as well as any partial assessments occurring in the prior year, and determine the appropriate property value assessment.
- Provide assessment information to interested parties.
- Keep an annual updated list of businesses for personal property reporting.
- Prepare the Assessor's Final Report and TIF Valuation Report for submission to the Department of Revenue.
- Attend Board of Review as required by State Statutes.
- Perform a City-wide property revaluation which typically occurs on a three-year cycle; however, the economic conditions led to delaying the planned 2009 revaluation to 2010. The last revaluation occurred in 2006.

STAFFING:

Authorized Positions (FTE)	2005	2006	2007	2008	2009	2010
Assessor – Contracted ++	++	++	++	++	++	++
Assessor Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Total	1.00	1.00	1.00	1.00	1.00	1.00

ACTIVITY MEASURES:

Activity	2005	2006 Φ	2007	2008	2009*	2010*
Properties Inspected	1,300	1,500	1,422	953	898	900
Assessment Notices Mailed	1,830	12,500	1,154	733	595	12,900
Open Book Hearings	27	600	101	69	165	700
Board of Review Hearings	8	40	25	14	15	60
Residential Parcels	12,194	11,573	11,648	11,715	11,826	11,900
Commercial Parcels	509	529	524	523	522	520
Total Parcels	12,195	12,573	12,645	12,663	12,769	12,980
Assessed Value Increase	141 m	817 m	104 m	111 m	46 m	70 m

* Forecast

Φ Revaluation Year

BUDGET SUMMARY:

- 1) The City contracts for Assessor Services. This cost is less than the cost of a full-time hired City Assessor position.
- 2) The State of Wisconsin provides manufacturing assessment services for the City and, by law, charges for those services. As such, the rate of increase in that expense line item cannot be controlled by the City.
- 3) The 2010 Budget includes a planned revaluation of real property, which reflects the one-year delay that was put in place last year. Resources are set aside annually to perform a revaluation every third year, or in this instance fourth year. Therefore, expense numbers do not reflect the full cost of the revaluation, but activity measures reflect the entire revaluation.
- 4) Capital Outlay funding is provided for the replacement of a staff computer. The department has five computers. Replacement should be scheduled as one per year in order to standardize the budget impact and avoid peaks. Additionally, with the advent of cross-trained personnel in the department which began early in 2007, the additional front-counter computer is routinely relied upon.

CITY OF FRANKLIN 2010 BUDGET		2007 Actual	2008 Actual	2009 Adopted	2009 Amended	2009 YTD 6/30/2009	2009 Estimate	2010 Forecast B	2010 Dept/Request	2010 Recommend	Percent Change
ASSESSOR											
PERSONAL SERVICES											
SALARIES-FT	01.154.0000.5111	33,782	36,224	36,253	36,253	18,162	36,253	36,435	36,435	36,435	
SALARIES-PT	01.154.0000.5113	0	0	0	0	0	0	0	0	0	
SALARIES-OT	01.154.0000.5117	0	0	300	300	0	0	300	300	300	
COMPTIME TAKEN	01.154.0000.5118	114	83	196	196	71	196	196	196	196	
LONGEVITY	01.154.0000.5133	240	240	240	240	120	240	300	300	300	
HOLIDAY PAY	01.154.0000.5134	2,280	2,187	2,268	2,258	1,362	2,268	2,269	2,269	2,269	
VACATION PAY	01.154.0000.5135	3,496	2,525	3,226	3,226	1,310	3,226	3,242	3,242	3,242	
FICA	01.154.0000.5151	2,916	3,004	3,249	3,249	1,521	3,226	3,270	3,270	3,270	
RETIREMENT	01.154.0000.5152	3,991	4,126	4,247	4,247	2,102	4,217	4,274	4,274	4,274	
RETIREE GROUP HEALTH	01.154.0000.5153					0	0		0	0	
GROUP HEALTH & DENTAL	01.154.0000.5154	18,240	19,572	20,580	20,580	9,984	19,656	19,356	19,356	19,356	
LIFE INSURANCE	01.154.0000.5155	165	170	176	176	90	184	189	189	189	
WORKERS COMPENSATION INS	01.154.0000.5156	73	92	114	114	58	114	149	149	145	
Sub-total		65,298	68,223	70,839	70,839	34,780	69,570	69,980	69,980	69,976	-1.2%
Percent of Department Total		27.0%	27.5%	29.4%	29.4%	29.4%	29.3%	28.5%	29.2%	29.2%	
CONTRACTUAL SERVICES											
PROF SERVICE - ANNUAL & REVAL	01.154.0000.5210	83,100	83,100	68,250	68,250	36,300	68,250	70,298	57,560	57,560	
PROF SERVICE - CONTRACT ASSESSOR	01.154.0000.5219	76,200	78,600	80,000	80,000	46,667	80,000	82,400	80,000	80,000	
SOFTWARE MAINTENANCE	01.154.0000.5257	3,400	3,400	3,500	3,500	0	3,500	3,605	3,750	3,750	
STATE MFG ASSESSMENT	01.154.0000.5299	11,417	12,863	12,500	12,500	0	12,500	12,875	14,000	14,000	
Sub-total		174,117	177,963	164,250	164,250	82,967	164,250	169,178	155,310	155,310	-5.4%
SUPPLIES											
POSTAGE	01.154.0000.5311	0	0	0	0	0	0	0	8,100	8,100	
OFFICE SUPPLIES	01.154.0000.5312	435	404	1,000	1,000	359	800	1,000	1,000	1,000	
PRINTING	01.154.0000.5313	399	421	2,100	2,100	35	600	2,100	2,100	2,100	
Sub-total		834	825	3,100	3,100	394	1,400	3,100	11,200	11,200	261.3%
SERVICES AND CHARGES											
PUBLICATIONS	01.154.0000.5421	205	96	300	300	31	300	300	300	300	
SUBSCRIPTIONS	01.154.0000.5422	761	275	750	750	0	400	750	500	500	
CONFERENCES AND SCHOOLS	01.154.0000.5425	125	0	500	500	20	0	500	500	500	
MILEAGE	01.154.0000.5432	0	0	100	100	0	0	100	0	0	
Sub-total		1,091	371	1,650	1,650	51	700	1,650	1,300	1,300	-21.2%
SUB TOTAL NON PERSONAL SERVICES		176,042	179,159	169,000	169,000	83,412	166,350	173,928	167,810	167,810	-0.7%
TOTAL GENERAL FUND		241,340	247,382	239,839	239,839	118,192	235,920	243,908	237,790	237,786	-0.9%
CAPITAL OUTLAY FUND											
OFFICE EQUIPMENT	41.154.0000.5813	0	0	0	0	0	0	0	0	0	
COMPUTER EQUIPMENT	41.154.0000.5841	849	919	1,500	1,500	0	1,500	1,500	1,500	1,500	
SOFTWARE	41.154.0000.5843	0	0	0	0	0	0	0	0	0	
TOTAL CAPITAL OUTLAY FUND		849	919	1,500	1,500	0	1,500	1,500	1,500	1,500	
GRAND TOTAL ASSESSOR		242,189	248,301	241,339	241,339	118,192	237,420	245,408	239,290	239,286	-0.9%

CITY OF FRANKLIN
2010 BUDGET

ASSESSOR

General: The changes in this budget are entirely due to a revaluation that is scheduled for 2010 and a revised 3-year service contract that the Common Council will consider in September, 2009. The revaluation process will begin in September of 2009 and complete around August/September of 2010.

		2009 Adopted	2009 YTD 6/30/2009	2009 Estimate	2010 Dept/Request
CONTRACTUAL SERVICES					
PROF SERVICE - ANNUAL & REVAL	01.154.0000.5210	68,250	36,300	68,250	57,560

The drop in this account largely reflects the final portion of the revaluation cost needed. Typically the City encumbers one-third of the revaluation cost each year in order to smooth out the budget impact. The 2006 cost was \$102,000 so we have been encumbering based upon \$106,000 (anticipated increase between 2006 & 2009). Since our contract proposal remains at \$102,000, not as much is needed to complete the necessary funding. Also, in 2009, it was determined to delay the 2009 revaluation to 2010, so the final third was split -- half to each year. Next year's number will need to increase substantially to get back on a three-year schedule.

		2009 Adopted	2009 YTD 6/30/2009	2009 Estimate	2010 Dept/Request
PROF SERVICE - ASSESSOR	01.154.0000.5219	80,000	46,667	80,000	80,000

This provides the funding for the Statutory Assessor position. CLT has submitted a proposal to keep the cost fixed over the next three years. That proposal is being brought forward to the Common Council at this time.

		2009 Adopted	2009 YTD 6/30/2009	2009 Estimate	2010 Dept/Request
SOFTWARE MAINTENANCE	01.154.0000.5257	3,500	0	3,500	3,750

Covers the annual maintenance agreement on the software tool used in assessing. This is a separate product from the services themselves. The 2009 cost has not been paid yet, but will need to be paid before year's end.

		2009 Adopted	2009 YTD 6/30/2009	2009 Estimate	2010 Dept/Request
STATE MFG ASSESSMENT	01.154.0000.5299	12,500	0	12,500	14,000

This account is a payment to the state for their valuation of manufacturing properties. The state fully funds its operations through chargebacks to each municipality based on its share of the total manufacturing valuation. I have anticipated an increase because the state has pushed all of their revenue sources. The state knows it can fund this division so it doesn't seem to restrict its expenditures as much. Also, Franklin's share is based upon our share of manufacturing valuation and since our growth has still outpaced the state average, I believe our share could go up.

		2009 Adopted	2009 YTD 6/30/2009	2009 Estimate	2010 Dept/Request
SUPPLIES					
POSTAGE	01.154.0000.5311	0	0	0	8,100

This account covers the mass mailing required for the revaluation. It anticipates \$.60 per piece for 12,700 letters and an additional 1,000 letters at \$.44 per piece. This expense will be eliminated in 2011.

		2009 Adopted	2009 YTD 6/30/2009	2009 Estimate	2010 Dept/Request
OFFICE SUPPLIES	01.154.0000.5312	1,000	359	800	1,000

Although use is lower generally, in a revaluation year there is greater potential for more significant office supply usage. This number is based upon the 2006 -- the last revaluation year -- actual expenditure of \$942.

		2009 Adopted	2009 YTD 6/30/2009	2009 Estimate	2010 Dept/Request
PRINTING	01.154.0000.5313	2,100	35	600	2,100

Provides funding that can be used to cover communications and education pieces, including newsletter stuffers, to help ensure the revaluation goes smoothly.

		2009 Adopted	2009 YTD 6/30/2009	2009 Estimate	2010 Dept/Request
SERVICES AND CHARGES					
PUBLICATIONS	01.154.0000.5421	300	31	300	300
SUBSCRIPTIONS	01.154.0000.5422	750	0	400	500
CONFERENCES AND SCHOOLS	01.154.0000.5425	500	20	0	500
MILEAGE	01.154.0000.5432	100	0	0	0

As a group these four accounts were reduced to reflect the limited historical usage but issues still come up that require some appropriations to be available.

		2009 Adopted	2009 YTD 6/30/2009	2009 Estimate	2010 Dept/Request
CAPITAL OUTLAY FUND					
OFFICE EQUIPMENT	41.154.0000.5813	0	0	0	0
COMPUTER EQUIPMENT	41.154.0000.5841	1,500	0	1,500	1,500
SOFTWARE	41.154.0000.5843	0	0	0	0
TOTAL CAPITAL OUTLAY FUND		1,500	0	1,500	1,500

Please see the attached capital outlay request

2010 CAPITAL BUDGET REQUESTS
Department of Administration
Assessor

Computer Equipment - 41.154.0000.5841

2009 Budget	\$1,500
2009 Estimated	\$1,500
2010 Request	\$1,500

Replacement Computer **\$1,500**

The department has five computers. Replacement should be scheduled as one per year in order to standardize the budget impact and avoid peaks. Additionally, with the advent of cross-trained personnel in the department which began early in 2007, the additional front-counter computer is routinely relied upon.

LEGAL SERVICES

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DEPARTMENT: Legal Services

PROGRAM MANAGER: City Attorney

PROGRAM DESCRIPTION:

The law firm of Wesolowski, Reidenbach & Sajdak, S.C. is responsible for conducting most of the legal business in which the City is involved, such as researching and preparing legal opinions, researching and drafting ordinances, drafting resolutions, providing general legal counsel services, providing representation for the purchase and sale of property, providing general litigation services and for the prosecution of ordinance and traffic code violations. Jesse A. Wesolowski serves as the City Attorney and Brian C. Sajdak serves as Assistant City Attorneys.

SERVICES:

- Attend all Common Council meetings.
- Attend all Plan Commission meetings.
- Attend all Community Development Authority meetings.
- Attend all Economic Development Commission meetings.
- Attend all 27th Street Corridor Steering Committee meetings.
- Review ordinances and resolutions.
- Consult with staff and elected officials on legal matters.
- Render legal opinions as requested.
- Hold instructional meetings.
- Coordinate legal defense of claims against the City.
- Represent the City, its boards and officers in civil claims and litigation.
- Prosecute ordinance violations.
- Prepare and review development agreements.
- Prepare and/or review City contracts.
- Provide Boards and Commissions support services drafting agendas, public hearing notices, resolutions, ordinances and motions for the Plan Commission, the Community Development Authority, the Economic Development Commission, the Environmental Commission and the Parks Commission, and staff liaison services to the Community Development Authority, the Economic Development Commission and the 27th Street Corridor Steering Committee.

STAFFING - Contractual

ACTIVITY MEASURES:

Activity	2005	2006	2007	2008	2009*	2010*
Hours of Service	2,730	2,909	3,429	4,485	4,485	4,485
Matters Litigated	2	3	4	4	4	4
Municipal Court Cases	6,908	7,995	9,811	8,019	8,050	8,100

* Forecast

CITY OF FRANKLIN 2010 BUDGET		2007 Actual	2008 Actual	2009 Adopted	2009 Amended	2009 YTD 6/30/2009	2009 Estimate	2010 Forecast B	2010 Dept/Request	2010 Recommend	Percent Change
LEGAL COUNSEL											
CONTRACTUAL SERVICES											
LEGAL SERVICES - GENERAL	01.161.0000.5212	145,810	154,902	160,000	160,000	80,045	160,000	164,800	160,000	160,000	
LEGAL SERVICES - DAY COURT	01.161.0000.5213	52,939	53,917	56,400	56,400	26,712	56,400	58,092	56,400	56,400	
BOARDS AND COMMISSIONS SUPPORT	01.161.0000.5214	21,142	50,930	53,000	53,000	26,600	53,000	55,120	53,000	53,000	
SPECIAL ATTORNEY	01.161.0000.5251	7,251	8,684	5,500	5,500	4,983	5,500	5,665	5,500	5,500	
ATTORNEY FEES - ADD'L SERVICES	01.161.0000.5253	927	0	0	0	0	0	0	0	0	
Sub-total		228,070	268,333	274,900	274,900	138,240	274,900	283,677	274,900	274,900	0.0%
SUPPLIES											
PRINTING	01.161.0000.5313	0	0	100	100	35	100	100	100	100	
Sub-total		0	0	100	100	35	100	100	100	100	0.0%
SERVICES AND CHARGES											
CONFERENCES AND SCHOOLS	01.161.0000.5425	0	0	650	650	0	650	650	650	650	
COURT COSTS	01.161.0000.5427	1,538	1,128	450	450	470	450	450	450	450	
Sub-total		1,538	1,128	1,100	1,100	470	1,100	1,100	1,100	1,100	0.0%
GRAND TOTAL LEGAL COUNSEL		229,608	269,461	276,100	276,100	138,745	276,100	284,877	276,100	276,100	0.0%

Cal Patterson

From: JWeslaw@aol.com
Sent: Thursday, September 03, 2009 9:03 PM
To: Cal Patterson
Cc: Tom Taylor; Sajdaklaw@aol.com; JaneWRFMLaw@aol.com
Subject: 2010 legal services budget request
Attachments: 161,Legal2010budgetworksheet 9-3-09.xls; 161LegalServices 2010 9-3-09.doc

Attached is our 2010 budget request.

In the submission of same, we are also advising that we have been struggling as to how we might assist in the suggested 2009 all departments 4% budget reduction potential. We have always operated on a basic essentials budget. There is no fat. Through the years we have been cited by other municipalities when negotiating their legal services contracts, as we have heard from the municipal lawyer on the other end of those negotiations with the aside suggestion that we should not be setting the low market bench mark for municipal legal services. Our hourly rates are for certain among the lowest in the State; time permitting I did intend to resurvey the Wisconsin municipal lawyers bar as was done by the League of Wisconsin Municipalities in 1996 as to hourly contract rates, but time was not permitting. Our \$90 per hour rate has not been increased in almost 9 years and is most often less than half and at times less than a third of the hourly rates of special counsel retained. We have always viewed the occupation of the Office of City Attorney to be a privilege in the service of the public interest, and we recognize the public interest as additionally being served by providing the best services at the lowest costs. In addition, since the hourly rate legal services budget method was installed by Administration in 1992 (following a lump sum budget method in 1990 - 1991, where we provided an average of 65 hours per month *more* than the originally quoted need by the City of 50 hours per month), through 2008, we have provided a total of \$284,608.45 in services that we have not been paid for because we did not request payment at year end when over-budget, on the basis that a "deal is a deal" absent something truly extreme and that we recognize our residence within the Community amongst all of those others who volunteer services. Reviewing the firm's 2008 fiscal year, lawyer and staff compensation constituted 68% of gross receipts from all sources, no retirement plan whatsoever other than an administrative staff (Legal Secretary) 401(k); state and federal employment taxes constituted 5%; insurances constituted 7%; rents constituted 7%, with the remaining 13% constituting phone, office equipment, professional dues and licenses, and the like, with 3% thereof being a repayment of shareholder contribution for operating and capital costs because there is no allocation for a revolving capital improvement cost fund or any reserves. The only "cut" we could make to accomplish the 4% reduction which readily comes to mind is to furlough Mr. Sajdak and I for a month before year-end (while we work for other clients so that the bills get paid). The other thought is to layoff the legal secretary on October 15 for the rest of the year (not taking into consideration unemployment compensation). The Legal Secretary was hired when we were asked to provide all agenda, resolution and ordinance preparation services for the Plan Commission, Community Development Authority, Economic Development Commission, Environmental Commission and the Parks Commission in 2007, with 0% markup of that cost charged to the City. Last year, we were additionally asked in the absence of the filling of the Economic Development Director position, to fill the staff liaison needs for the CDA, EDC and the 27th Street Steering Committee. We agreed to do so, for the annual sum of \$12,700 plus any project specific TIF project cost fundable services. To date, we are in total within the \$12,700 budget amount, though we have provided TIF project cost fundable services, as well.

Brian C. Sajdak (a lecturer at the State Bar Annual Convention and at private seminars on municipal law) will tell you that the City of Franklin is served by the best municipal lawyers around. I will tell you that our services are literally as inexpensive as they can get. Notwithstanding the foregoing, we are submitting a 2010 budget request without any increase from the 2009 budget for legal services. We are aware that represented city employees will be receiving contracted increases; we are aware that unrepresented employees will receive a stepped 2% increase in 2010. Our budget submission of no increase ignores the 3% forecast increase by your department and is in response to the Mayor's suggested departmental 4% reduction for 2009 and in recognition of those out there without jobs. Our stay alive costs all have the usual annual percentage increases: health insurance is up 5% for next year, etc., and as such, this proposed budget cannot be mirrored in all future years, which we note as we await an economic upturn. Next year, we'll just deal with it by finding the time to provide services funded by other sources.

71.1

9/4/2009

Please distribute a copy of this email cover with the attached, to the decision-makers. Thanks.

Jesse A. Wesolowski

Jesse A. Wesolowski
Wesolowski, Reidenbach & Sajdak, S.C.
11402 West Church Street
Franklin, Wisconsin 53132
Phone: (414) 529-8900
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This is a communication from the law firm of Wesolowski, Reidenbach & Sajdak, S.C. and may contain information which is privileged, confidential, and protected by the attorney-client or attorney work product privileges. If you are not the addressee, note that any disclosure, copying, distribution, or use of the contents of this communication is prohibited. If you have received this transmission in error, please destroy it and notify us as soon as practicable by telephone at 414-529-8900.

71.2

MUNICIPAL BUILDINGS

181

DEPARTMENT: Municipal Buildings

PROGRAM MANAGER: Director of Administration (assisted by Building Operation Supervisor)

PROGRAM DESCRIPTION:

The Municipal Buildings Department provides for the operation and maintenance of the City's buildings which include: the City Hall Complex, Fire Stations 1, 2, and 3; Law Enforcement Building, Library, Legend Park Buildings, the Public Works Garage and accessory buildings. Custodial service employees are provided to City Hall, Law Enforcement Building, and Library.

SERVICES:

- Provide custodial services at City Hall, Law Enforcement Building, and Library.
- Operate and maintain City grounds and buildings.
- Coordinate repairs and major maintenance projects in City facilities, including ADA compliance activities.
- Procure maintenance materials and supplies for all municipal buildings. The cost of maintenance materials, supplies, and utilities are included in the budgets of the Law Enforcement Building, Library, Fire Stations, Public Works Garage, and the Sewer and Water Building.

STAFFING:

Authorized Positions (FTE)	2005	2006	2007	2008	2009	2010
Operations Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Custodian	.00	.00	.00	.00	.00	.00
Assistant Custodian	3.26	3.26	3.26	3.26	3.26	2.42
Seasonal Maintenance	.32	.64	.57	.57	.48	.48
Total	4.58	4.90	4.83	4.83	4.74	3.92

ACTIVITY MEASURES:

Square Footage:	2005	2006	2007	2008	2009*	2010*
City Hall	47,206	47,206	47,206	47,206	47,206	47,206
Fire Stations	26,480	26,480	26,480	26,480	32,392	37,750
Public Works Building	45,450	45,450	45,450	45,450	45,450	45,450
Sewer & Water Building	6,620	6,620	6,620	6,620	6,620	6,620
Law Enforcement Building	68,300	68,300	68,300	68,300	68,300	68,300
Library Building	40,000	40,000	40,000	40,000	40,000	40,000
Total Square Footage	234,056	234,056	234,056	234,056	239,968	245,326

* Forecast

BUDGET SUMMARY:

- 1) Staffing for 2010 is reduced one FTE following the 2009 retirement of a custodian. The service level is partially retained through a slight adjustment in hours to one current part-time custodian and the continuation of a service contract which will provide approximately 20 hours per week of custodial support. The net impact is a reduction in FTE to 3.92. Overall maintenance service is reduced from 130 hours per week prior to the retirement to 117 hours per week for 2010.
- 2) Allocated Payroll Cost – This credit represents the portion of the departmental expense charged to the Police and Library operations.
- 3) Capital Outlay provides \$4,600 for a Comprehensive Roof Management Survey to replace an expired 2003 survey which will provide service and maintenance recommendations through at least 2014. The survey had been scheduled and budgeted for 2009 but was postponed as a cost saving measure. Replacement of a complete HVAC unit budgeted for 2009 did not occur as it will occur in 2010 using federal stimulus or grant dollars (\$55,000) that are appropriated for elsewhere.

CITY OF FRANKLIN 2010 BUDGET		2007 Actual	2008 Actual	2009 Adopted	2009 Amended	2009 YTD 6/30/2009	2009 Estimate	2010 Forecast B	2010 Dept/Request	2010 Recommend	Percent Change
MUNICIPAL BUILDING											
PERSONAL SERVICES											
SALARIES-FT	01.181.0000.5111	118,524	121,867	122,011	122,011	61,677	110,017	121,221	121,221	100,841	
SALARIES-PT	01.181.0000.5113	37,334	48,269	48,719	48,719	23,668	46,432	45,140	45,140	35,650	
SALARIES-TEMP	01.181.0000.5115	6,318	6,526	9,512	9,512	2,720	9,235	9,420	9,420	9,420	
SALARIES-OT	01.181.0000.5117	3,236	3,434	3,000	3,000	2,898	3,500	3,000	3,000	3,000	
COMPTIME TAKEN	01.181.0000.5118	338	1,761	2,060	2,060	20	2,060	2,060	2,060	2,060	
LONGEVITY	01.181.0000.5133	60	130	120	120	60	105	60	60	60	
HOLIDAY PAY	01.181.0000.5134	9,394	9,323	10,359	10,359	5,111	13,452	10,310	10,310	8,532	
VACATION PAY	01.181.0000.5135	7,467	6,994	9,232	9,232	3,085	11,258	9,047	9,047	7,777	
FICA	01.181.0000.5151	13,567	14,969	15,684	15,684	7,399	14,998	15,320	15,320	12,794	
RETIREMENT	01.181.0000.5162	11,383	10,841	11,308	11,308	5,458	20,383	14,633	22,352	18,434	
RETIREE GROUP HEALTH	01.181.0000.5163	0	6,240	6,500	6,500	3,437	5,101	5,983	5,983	3,452	
GROUP HEALTH & DENTAL	01.181.0000.5154	55,932	57,780	62,028	62,028	30,336	52,649	47,832	47,832	39,384	
LIFE INSURANCE	01.181.0000.5155	819	854	844	844	298	483	615	615	422	
WORKERS COMPENSATION INS	01.181.0000.5166	4,235	7,497	8,936	8,936	4,288	8,536	9,365	9,365	7,647	
ALLOCATED PAYROLL COST	01.181.0000.5199	-145,950	-147,600	-150,600	-150,600	-76,750	-150,600	-150,600	-150,600	-157,200	
Sub-total		122,657	148,886	159,713	159,713	73,705	147,609	143,406	150,978	92,173	-42.3%
Percent of Department Total		52.7%	55.8%	52.9%	52.9%	58.5%	58.9%	49.4%	25.6%	40.9%	
CONTRACTUAL SERVICES											
DATA & TELEPHONE CABLING	01.181.0000.5247	0	13	1,000	1,000	0	500	1,030	0	0	
SUNDRY CONTRACTORS	01.181.0000.5299	0	0	0	0	0	0	0	0	15,000	
Sub-total		0	13	1,000	1,000	0	500	1,030	0	15,000	
SUPPLIES											
OFFICE SUPPLIES	01.181.0000.5312	105	81	150	150	102	150	150	150	150	
UNIFORMS	01.181.0000.5326	735	532	850	850	95	700	850	875	900	
FUEL/LUBRICANTS	01.181.0000.5331	84	120	100	100	26	85	100	100	100	
CONSUMABLE TOOLS	01.181.0000.5342	273	245	250	250	268	250	250	250	250	
Sub-total		1,197	977	1,350	1,350	491	1,185	1,350	1,375	1,400	3.7%
SERVICES AND CHARGES											
OFFICIAL NOTICES/ADVERTISING	01.181.0000.5421	0	0	0	0	0	0	0	0	0	
CONFERENCES AND SCHOOLS	01.181.0000.5425	561	475	900	900	470	550	900	500	500	
FACILITY CHARGES											
WATER	01.181.0000.5551	1,223	1,420	1,350	1,350	294	1,000	1,404	1,350	1,350	
ELECTRICITY	01.181.0000.5552	46,583	48,892	53,100	53,100	19,660	44,000	55,224	53,000	53,000	
SEWER	01.181.0000.5553	362	590	450	450	109	400	468	450	450	
NATURAL GAS	01.181.0000.5554	14,747	15,727	18,750	18,750	9,321	17,500	19,600	18,750	18,750	
LANDSCAPE MATERIALS	01.181.0000.5555	2,998	2,992	3,000	3,000	1,898	3,000	3,120	3,000	3,000	
JANITORIAL SUPPLIES	01.181.0000.5556	4,838	5,248	5,000	5,000	3,159	5,000	5,200	5,000	5,000	
BUILDING MAINTENANCE-SYSTEMS	01.181.0000.5557	18,000	19,607	20,000	20,000	13,185	20,000	20,800	20,000	20,000	
BUILDING MAINTENANCE-OTHER	01.181.0000.5559	10,444	10,342	10,000	10,000	3,665	10,000	10,400	10,000	10,000	
Sub-total		99,195	104,819	111,650	111,650	51,291	100,900	116,116	111,550	111,550	-0.1%
SUB TOTAL NON PERSONAL SERVICES		100,953	106,284	114,900	114,900	52,252	103,135	119,396	113,425	128,450	11.8%
TOTAL GENERAL FUND		223,610	255,170	274,613	274,613	125,957	250,744	262,802	264,403	220,623	-19.7%
CAPITAL OUTLAY FUND											
FURNITURE & FIXTURES	41.181.0000.5812	0	0	0	0	0	0	0	0	0	
NON-MOTORIZED EQUIPMENT	41.181.0000.5814	0	0	0	0	0	0	0	0	0	
SHOP EQUIPMENT	41.181.0000.5815	0	0	0	0	0	0	0	0	0	
BUILDING IMPROVEMENTS	41.181.0000.5822	9,131	11,497	27,500	27,500	0	0	27,500	324,600	4,600	
COMPUTER EQUIPMENT	41.181.0000.5841	0	0	0	0	0	0	0	0	0	
TOTAL CAPITAL OUTLAY FUND		9,131	11,497	27,500	27,500	0	0	27,500	324,600	4,600	-83.3%
EQUIPMENT REVOLVING FUND											
EQUIPMENT	42.181.0000.5811	0	0	0	0	0	0	0	0	0	
GRAND TOTAL MUNICIPAL BUILDING		232,741	266,667	302,113	302,113	125,957	250,744	290,302	589,003	225,223	-25.5%

2010 Municipal Buildings Budget Request

Personnel Services (submitted previously)

Salaries – temp – 01. 181. 0000. 5115 -	\$9,420.00
2009 Budget	\$9,512.00
Expenditures as of 6/30/09	\$2,720.00
Estimated Expenditures	\$7,200.00
Request for 2010 Budget	\$9,420.00

The temp account provides funds for summer help used at Cit Hall, Library, and Law Enforcement Center. The above requested amount should be adequate to provide for two temporary summer helpers.

Salaries – Overtime – 01.181.0000.5117 -	\$3,000.00
2009 Budget	\$3,000.00
Expenditures as of 6/30/09	\$2,898.00
Estimated Expenditures	\$3,000.00
Request for 2010 Budget	\$3,000.00

The Overtime account provides funds for the times when custodial staff is called in early or stays late due to snow. This account is also used when staff is needed to cover duties for another staff member who may be out due to illness, or when other emergencies arise. The amount budgeted for 2009 should be adequate for 2010 as well.

Contractual services

Data and Telephone Cabling – 01.181.0000.5247 -	\$0.00
2009 Budget	\$1,000.00
Expenditures as of 6/30/09	\$0.00
Estimated Expenditures	\$500.00
Request for 2010 Budget	\$0.00

This account provides funding for data and telephone cabling at City Hall, for changes and revisions to the computer and telephone system. In the past two years this line item in the budget has seen little to no usage. The request is that this line item be temporarily unfunded for 2010. These costs have been funded out of the Administration or IS budgets in recent years.

Office Supplies – 01.181.0000.5312 -	\$150.00
2009 Budget	\$150.00
Expenditures as of 6/30/09	\$102.00
Estimated Expenditures	\$150.00
Request for 2010 Budget	\$150.00

This account provides funds to purchase office supplies for the Maintenance Supervisor and staff. The amount budgeted for 2009 should be adequate for 2010 as well.

Uniforms – 01.181.0000.5326 - \$875.00
2009 Budget \$850.00
Expenditures as of 6/30/09 \$95.00
Estimated Expenditures \$700.00
Request for 2010 Budget \$875.00

This budget account provides funding for uniform allowance for the maintenance staff. The union contract indicates \$250.00 of allowance for full-time employees and \$125.00 for part-time employees. The Maintenance staff is comprised of two full-time and three part-time employees. Per union contract \$875.00 would be needed to satisfy the contract.

Fuel and Lubricants – 01.181.0000.5331 - \$100.00
2009 Budget \$100.00
Expenditures as of 6/30/09 \$26.00
Estimated Expenditures \$85.00
Request for 2010 Budget \$100.00

This account provides funds to reimburse the general fund for the purchase of fuels and lubricants used by municipal buildings. The amount budgeted for 2009 should be anticipated for 2010 as well.

Consumable Tools – 01.181.0000.5342 - \$250.00
2009 Budget \$250.00
Expenditures as of 6/30/09 \$268.00
Estimated Expenditures \$268.00
Request for 2010 \$250.00

This account provides funding for the purchase and replacement of small tools. The amount requested above should be adequate for 2010.

Services and Charges

Conferences and Schools – 01.181.0000.5425 - \$500.00
2009 Budget \$900.00
Expenditures as of 6/30/09 \$470.00
Estimated Expenditures \$550.00
Request for 2010 Budget \$500.00

This account provides funds for staff training. Maintenance products, techniques, and safety requirements change frequently; staff training is needed to stay current. Our current staff has completed all there initial training and currently only recertification/ refresher training will be needed. The budget amount requested above should be adequate to provide for the needed training for the maintenance staff.

Facility Charges

Water – 01.181.0000.5551 -	\$1,350.00
2009 Budget	\$1,350.00
Expenditures as of 6/30/09	\$294.00
Estimated Expenditures	\$1,000.00
Request for 2010	\$1,350.00

This budget account provides funds to pay water bills from Franklin Water Utility. This account provides funding for the City Hall complex and Legend park. The amount listed above should provide adequate funding for this account.

Electricity – 01.181.0000.5552 -	\$53,000.00
2009 Budget	\$53,100.00
Expenditures as of 6/30/09	\$19,660.00
Estimated Expenditures	\$44,400.00
Request for 2010 Budget	\$53,000.00

This account provides for electric service to the City Hall complex and Legend Park. Indications are that there will be increase in utility rates in the upcoming months, the amount requested above should provide for adequate funding for covering the anticipated increase in utility rates.

Sewer – 01.181.0000.5553 -	\$450.00
2009 budget	\$450.00
Expenditures as of 6/30/09	\$109.00
Estimated expenditures	\$400.00
Request for 2010 Budget	\$450.00

The sewer account provides funds to pay the quarterly sanitary sewer bill for the City hall complex and legend park. Looking at past expenditures, the amount requested above should be adequate to fund this account.

Natural Gas – 01.181.0000.5554 –	\$18,750.00
2009 Budget	\$18,750.00
Expenditures as of 6/30/09	\$9,321.00
Estimated Expenditures	\$17,500.00
Request for 2010 Budget	\$18,750.00

This account provides funds to pay the gas bills for the City Hall complex and Legend Park. Looking back at past usage and allowing for an anticipated rate increase the amount requested for 2010 should be adequate to fund this account.

Landscape Materials – 01.181.0000.5555 –	\$3,000.00
2009 Budget	\$3,000.00
Expenditures as of 6/30/09	\$1,898.00
Estimated Expenditures	\$3000.00
Request for 2010 Budget	\$3,000.00

This Budget account provides funds for landscaping materials such as lawn fertilizer, weed spray, top soil, trees and shrubs and other miscellaneous materials to be used at City Hall, Library, and the Law Enforcement Center. In recent years we have been moving to more annual type plantings in the flower beds to help reduce maintenance hours and expenses. However, larger issues such as bush replacement or more significant repairs to landscaping beds have been overlooked. The amount requested above should be adequate for 2010 to enable some continued beautification of City facility properties.

Janitorial Supplies – 01.181.0000.5556 -	\$5000.00
2009 Budget	\$5,000.00
Expenditures as of 6/30/09	\$3,159.00
Estimated Expenditures	\$5,000.00
Request for 2010 Budget	\$5,000.00

This account provides funds for cleaning and restroom supplies, paper products, and floor care materials. Suppliers are indicating rate increases for 2010; however, we will also have some inventory carry-over into 2010 helping to offset these increases. The amount requested above should provide for adequate funding for this account.

Building Maintenance – Systems – 01.181.0000.5557 -	\$20,000.00
2009 Budget	\$20,000.00
Expenditures as of 6/30/09	\$13,185.00
Estimated expenditures	\$20,000.00
Request for 2010 Budget	\$20,000.00

This budget account provides funds for contract services used for maintenance of the City Hall mechanical systems, such as elevator, generator, HVAC, pneumatic tube system, lighting, and etc. While a number of the HVAC components are in excess of 25 years old and nearing the end of their reasonable service life, with the replacement of numerous controls in 2009 they are currently in good operating condition. The building, however, continues to get older so new issues appear. The budget amount requested above should provide adequate funding to keep the City Hall complex mechanical systems operating in 2010

Building Maintenance – Other – 01.181.0000.5559	\$10,000.00
2009 Budget	\$10,000.00
Expenditures as of 6/30/09	\$3,665.00
Estimated Expenditures	\$10,000.00
Request for 2010 Budget	\$10,000.00

This Budget account provides funds to purchase materials and equipment to handle the normal maintenance requirements for City Hall. The amount requested above should be adequate for 2010.

See Capital Outlay Sheets for separate description

2010 CAPITAL BUDGET REQUESTS
Department of Administration
Municipal Buildings/Department 181

- I. 2010 Capital Rolling Stock replacement NONE
- II. Total Capital Outlay \$324,600

Building Improvements - 41.181.0000.5822

2009 Budget	\$27,500	
2009 Estimated	\$0	
2010 Request	\$324,600	\$4,600

A. Comprehensive roof management survey. – 41.181.0000.5822 = \$4,600.00

In 2003 a comprehensive survey was performed on the roofs of all City owned buildings (with the exception of the new Law Enforcement and Library buildings.). This was done to aid in both the management of the roofing systems to maximize their service life, and to provide assistance in budgeting for repairs and replacements. The survey provides recommendations for a five year time span; with the new survey would providing both service and replacement recommendation for the years 2011 through 2016. The new survey would include detailed roof plan drawings, summary of current conditions, roof condition photographs, roof survey data forms (including both service and replacement recommendations.) The new survey would also include the new Library building and Law enforcement Center, as well as fire stations number 1 and 2. A detailed written report is provided with all survey information.

Items not funded:

**A. Replacement of "HVAC" air conditioner unit and heating /cooling coils –
41.181.0000.5822 = \$55,000.00 To receive grant funding**

Located in the rear of City Hall is an air-conditioning unit which provides spring/summer air conditioning for the North addition to City Hall. The areas serviced by this unit include the Community room, Inspection Department, Inspection Department lobby, employee lunch room, three lower level offices, computer server room, department storage, and lower level restroom/locker rooms. In 2006 a heating ventilating & air conditioning (HVAC) equipment assessment was performed on all HVAC equipment within the City buildings, with a written report given to the City indicating the conditions of each piece of HVAC equipment. During the course of this survey it was determined that this piece of equipment was reaching the end of its service life, and a recommendation was made within this report that the condensing unit section be replaced in 2009. While this unit is still operational, it has reached the end of its reasonable service life. Included in the 2009 Capital budget was \$25,000.00 for the replacement of the condensing section of the air conditioning unit, and our intention was to replace the outside condensing unit with a new unit using the same R22 type refrigerant currently in place. It has come to our attention that the government mandated changes away from R22 refrigerant slated for 2012, have been moved to take effect in 2010. The R22 refrigerant is being replaced with a more environmentally friendly 410 type refrigerant. While

R22 equipment will be available through the end of 2009 and R22 unit replacement parts will be available into the foreseeable future, in the long term it may be better for us to replace the condenser unit, air handler, and coils to accommodate the new 410 refrigerant. This will leave us with a completely new unit inside and out that should provide us with 20plus years of service. The requested amount above would cover the cost of replacing both the condensing unit, as well as the interior air handler, coils, and any necessary controls, and electrical connections. I am therefore requesting that \$25,000.00 from the municipal buildings 2009 capital budget for the condensing unit project be encumbered to 2010 and an additional \$30,000.00 be added to cover the costs of the new air handler and coils.

B. Resurfacing of City Hall parking lot with curb-line repairs – 41.181.0000.5822 = \$ 255,000.00 Item included in Capital Improvement Funding

The parking located at City Hall has exceeded its reasonable service life and has exceeded the point where small repairs or pot-hole filling is an option. Further more, water drainage has been increasing becoming an issue with large amounts of standing water remaining in the lot during and after a rain. With winter snow we have also had to do extra salting in the lot as snow and ice is building up in the low areas of the parking lot. There are also several areas along the curb-line that are in need of repair, as well, these repairs would be done in conjunction with the lot resurfacing. The parking resurfacing would eliminate holes and ruts that are a tripping hazard and resurfacing will allow for proper water drainage. The restriping of the lot after resurfacing to allow for organized parking would also be part of this project and is included in the budget amount requested. While this project is a Municipal Building budget line item the City Engineering Department staff will provide technical support and would over-see the completion of this project.

**D. Sidewalk repair/replacement at City Hall – 41.181.0000.5822 = \$10,000.00
Item included in Capital Improvement Funding**

Along with the needed parking lot resurfacing there are also several areas of sidewalk at City hall that are in need of replacement. The primary areas are located in front of the Community room/ Inspection Department entry, along with a small area located by the South entry. The areas in question are developing crumbling edges and corners and are becoming tripping hazards. Repairing these areas will help insure safe entry into City Hall.

INSURANCE

194

DEPARTMENT: Insurance

PROGRAM MANAGER: Director of Administration

PROGRAM DESCRIPTION:

The City accounts for all insurance program activities in a separate general fund department. Insurance coverage maintained by the City includes general and umbrella liability, property, auto, professional liability, and worker compensation policies. Third party insurance companies provide all insurance coverage for the City. Workers Compensation costs are based on covered payroll amounts multiplied by standard rates established by the State. The City's worker compensation insurance carrier also offers a dividend program, which makes the City eligible to earn dividends if claim costs fall below specified thresholds. Good claims experience may increase the amount of the dividend available to the City. The full-expected premium cost is budgeted as expenditure; estimated dividends are budgeted as revenues on a conservative basis, as the amounts are subject to change based on claims experience. Insurance amounts are allocated to various City departments, the Library, Water Utility, and Sewer Fund through an ongoing administrative allocation.

BUDGET SUMMARY:

- 1) The largest expense within the funding for this area is workers compensation costs. The State sets rates and calculates the City's modification factor based upon claims history. Workers Compensation expenses are charged out to the operating department budgets.
- 2) The insurance budget not allocated to specific departments represents mainly public officials' liability insurance.
- 3) The Building Insurance increase reflects, in part, the addition of a new fire station.

CITY OF FRANKLIN		2007	2008	2009	2009	2009 YTD	2009	2010	2010	2010	Percent
2010 BUDGET		Actual	Actual	Adopted	Amended	6/30/2009	Estimate	Forecast B	Dept/Request	Recommend	Change
INSURANCE											
BUILDING INSURANCE	01.194.0000.5511	24,645	26,891	29,000	29,000	27,572	28,000	29,000	28,000	28,000	
AUTO/EQUIPMENT INSURANCE	01.194.0000.5512	61,667	69,908	72,500	72,500	58,404	70,000	72,500	71,000	71,000	
GENERAL LIABILITY	01.194.0000.5513	96,096	96,162	96,200	96,200	58,117	97,000	96,200	101,000	101,000	
PROFESSIONAL LIABILITY	01.194.0000.5514	37,103	37,764	38,500	38,500	21,811	37,500	38,500	38,500	38,500	
BOILER INSURANCE	01.194.0000.5515	7,514	7,392	7,500	7,500	7,318	7,500	7,500	7,550	7,550	
UMBRELLA INSURANCE	01.194.0000.5516	13,800	13,800	14,000	14,000	13,800	14,000	14,000	14,200	14,200	
PUBLIC OFFICIALS E & O LIABILITY	01.194.0000.5518	48,239	48,264	50,000	50,000	28,156	48,500	50,000	50,000	50,000	
MONEY & SECURITIES	01.194.0000.5521	1,695	1,695	2,000	2,000	1,699	1,700	2,000	2,000	2,000	
ALLOCATED INSURANCE COST	01.194.0000.5560	-223,800	-235,000	-242,500	-242,500	-121,248	-242,500	-242,500	-242,500	-245,150	
WORKERS COMPENSATION	01.194.0000.5517	232,801	344,468	370,500	370,500	227,926	370,500	370,500	370,500	431,836	
ALLOCATED WC INSURANCE COST	01.194.0000.5561	-232,801	-344,468	-370,500	-370,500	-194,892	-370,500	-370,500	-370,500	-431,836	
Sub-total		66,960	66,876	67,200	67,200	126,663	61,700	67,200	69,750	67,100	-0.1%
GRAND TOTAL INSURANCE		66,960	66,876	67,200	67,200	126,663	61,700	67,200	69,750	67,100	-0.1%
Less Program Revenue:											
INSURANCE DIVIDEND	01.0000.4771	-16,549	-11,049	-15,000	-15,000	-49,880	-49,800	-15,000	-15,000	-15,000	
Net Insurance Related Costs		50,411	55,827	52,200	52,200	76,783	11,900	52,200	54,750	52,100	

UNCLASSIFIED, CONTINGENCY & ANTICIPATED UNDERSPENDING 198, 199

DEPARTMENT: Unclassified, Contingency & Anticipated Underspending

PROGRAM MANAGER: Director of Finance & Treasurer

PROGRAM DESCRIPTION:

These programs provide for miscellaneous accounts that are not contained in department operating budgets.

Department 198 Unclassified: Items accounted for in this department include refunded taxes, special assessments on City owned property (if any) and claims or judgment costs.

Department 199 Contingency: This area carries the annual contingency appropriation. This appropriation is made to address unforeseen expenditures in the General Fund or to allow Common Council to retain control of program expenditures that are uncertain at time of budget adoption. Funds are not expended directly from the contingency account, but are transferred to General Fund operating budgets by specific Common Council action.

Department 199 Anticipated Underspending: Historically the City budgets have been under spent for a variety of reasons. The primary reason is manpower positions that are vacant for a portion of the year due natural turnover of staffing. While it is difficult to predict where in City Departments the vacancies will occur from year to year it is predictable that within the entire City operations vacancies will occur. It is reasonable to budget for a vacancy factor as a negative budget. By doing so the resident are not taxed for an expenditure that will not be made. This has been a longstanding practice in the City of Franklin but in the past the vacancy estimate has been shown as an anticipated revenue. The change to a negative expenditure will make a better comparison on both the revenue and the expenditure sections of the budget.

CITY OF FRANKLIN 2010 BUDGET	2007 Actual	2008 Actual	2009 Adopted	2009 Amended	2009 YTD 6/30/2009	2009 Estimate	2010 Forecast B	2010 Dept/Request	2010 Recommend	Percent Change
UNCLASSIFIED EXPENSES										
CONTRACTUAL SERVICES										
LANDFILL MONITORING	01.198.0000.5219	-7,621	0	0	0	0	0	0	0	
CONTRIBUTIONS AND AWARDS										
REFUNDED PROPERTY TAXES	01.198.0000.5543	18,123	11,776	12,500	12,500	904	12,500	12,500	12,500	
CLAIMS	01.198.0000.5731	0	0	0	0	0	0	0	0	
GRAND TOTAL UNCLASSIFIED		10,503	11,776	12,500	12,500	904	12,500	12,500	12,500	0.0%
CONTINGENCY										
RESTRICTED										
OTHER	01.199.0000.5110		490,000	490,000		0	0			
Sub-total		0	0	490,000	490,000	0	0	0	0	
UNRESTRICTED										
UNRESTRICTED	01.199.0000.5499	0	175,000	157,000		0	175,000	175,000	77,000	
Sub-total		0	0	175,000	157,000	0	0	175,000	175,000	77,000
GRAND TOTAL CONTINGENCY		0	0	665,000	647,000	0	0	175,000	175,000	-88.4%
ANTICIPATED UNDEREXPENDITURES	01.199.0000.xxxx		0	-890,000	-890,000	0	0	-400,000	-300,000	

**CITY OF FRANKLIN
2010 BUDGET REQUEST
UNCLASSIFIED AND CONTINGENCY
September 3, 2009**

	2009 Budget	6/30/2009 YTD	2009 Estimate	2010 Request
UNCLASSIFIED EXPENSES	12,500	904	12,500	12,500

Any property taxes refunded are charged to this area. The actual through June was refunded property taxes. Property taxes refunded have amounted to between \$11,776 and \$18,123 during the last two years.

This budget is also for claims filed against the City that the City of Franklin ends up paying that are not covered by insurance. No budget is provided. Contribution awards and claims are the deductible portion and non-covered liability insurance expenses.

CONTINGENCY - RESTRICTED	490,000	0	0	0
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Restricted Contingency budget is a specific amount budgeted for expected unknown expenditures with the amount restricted for only those purposes.

CONTINGENCY	157,000	0	0	175,000
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Contingency budget is an amount budgeted for unexpected expenditures. Historically unrestricted funds have been budgeted and could be approved by the council to transfer to other line items vs amending the budget and transferring funds from fund balance. The 2010 request is similar to prior years. If situations do not arise, the funds would at year end, go back into fund balance. The requested amount is unrestricted.

**POLICE
211, 212**

DEPARTMENT: Police

PROGRAM MANAGER: Chief of Police

PROGRAM DESCRIPTION:

The Franklin Police Department provides law enforcement services to the community 24 hours per day, 7 days per week through the efforts of the department staff. The Chief of Police, as department manager, is responsible for the leadership, supervision, direction, staff development, training, evaluation, and discipline of department personnel. The Chief is empowered by State Statute and local ordinance to exercise authority in matters of police operations, and establishes rules/regulations and policies/procedures for the department.

The Inspector, as second in command of the department, serves as Operations Commander, which includes oversight of patrol services, special unit services, investigation services, and administration/communication services. The Inspector of Police acts on behalf of the Chief of Police in the Chief's absence. The Inspector assists in the management of the department, and is the immediate supervisor to the Captains.

The sworn staff is divided into 3 shifts, each led by a Police Captain who is responsible for the leadership, supervision, training, evaluation, and discipline of the supervisors and officers assigned to the shift. In addition, each Captain is responsible for an area of specialty within the department. Areas of specialty include the Special Unit Services Division, Investigative Services Division, and the Administrative/Communication Services Division.

Seven Police Sergeants report directly to the respective Captains. The Sergeants are responsible for first-line supervision of 40 Police Officers, 1 Corporal, and 6 Detectives. There are 2 Police Sergeants assigned to each shift in Patrol and 1 Sergeant assigned to the supervision of the Detective Bureau. In addition, each Sergeant has other responsibilities within the department. These include first line supervision of the Field Training Officers, Emergency Response Unit (E.R.U.), Street Crimes Unit, Evidence/Property Room, Traffic Enforcement Unit (T.E.U.), Evidence Technicians, department detention/lockup facility, etc.

Police Patrol Officers provide 24 hour per day police services, which include protecting of life and property, preserving peace and good order of the community, and furnishing any other appropriate service that enhances the safe and orderly operation of the City. As the Patrol Officers are the main source of routine squad, motorcycle, bicycle, and foot patrol, they respond to calls for service, conduct initial criminal investigations, investigate traffic accidents, etc. In addition to their regularly assigned duties, they provide police canine (K-9) services, are members of the E.R.U., and provide staffing for special events such as St. Martins Fair and July 4th celebrations. Patrol Officers also coordinate Crime Prevention programs, work in the Evidence/Property Room, work as Adopt-A-School Officers, and teach Drug Abuse Resistance Education (D.A.R.E.).

A Police Captain oversees management of the Special Unit Services Division. These services include the K-9 Unit, E.R.U., department negotiators, Street Crimes Unit, Dive Team, Field Training Program, T.E.U., traffic accident investigators, Intoximeter and Preliminary Breath Testers maintenance, department detention/lockup facilities, and warrant services.

A Police Captain oversees management of the Investigative Services Division. A Sergeant handles the daily supervision of 6 Detectives in the Detective Bureau, 4 assigned to general criminal investigations, and 2 assigned to youth services. In addition to handling all criminal and juvenile investigations that are forwarded from Patrol, the Detectives conduct employment background investigations for potential new City employees, and are involved in D.A.R.E. This Captain oversees maintenance of the Department web site including updating the sex offender registry. This Captain also oversees the operation of the Evidence/Property Room, Bureau of Identification, and Community Services including the Crime Prevention Unit, Police Officer Support Team (P.O.S.T.), and Department Chaplain. This Captain also serves as the department Public Information Officer.

A Police Captain oversees management of the Administrative/ Communication Services Division. This Captain deals with the operation and maintenance of department communications equipment, including radio systems, telephone equipment, 911 equipment, video cameras, and computer hardware. In addition, this Captain oversees daily administrative functions within the Police Department including equipment purchases and reporting crime statistics. This Captain oversees the operation of the Communications Bureau, Community Policing at the Wal-Mart Substation, the Bicycle Patrol Unit, Auxiliary Services, the department gun range, vehicle purchases and maintenance. This Captain also coordinates the department's participation in the Suburban Mutual Assistance Response Team (S.M.A.R.T.).

The 3 member administrative staff consisting of the Chief's Administrative Assistant, Municipal Court Administrative Assistant, and Deputy Police/Court Administrative Assistant handle all related duties for the Chief, Inspector, Captains and Municipal Court. Their duties include: preparing, distributing, and filing confidential documents and correspondence; maintaining personnel, payroll, court, and other critical departmental files; transcription of official police and court reports, as well as handling confidential telephone calls. They also assist with front window contacts when needed and available. They also prepare documents for the District Attorney's Office, Clerk of Courts, Municipal Court, Police and Fire Commission, and social service agencies.

A civilian Communications Supervisor supervises the Communication Bureau and is responsible for the leadership, supervision, training, evaluation, and discipline of 15 civilian Dispatcher/Clerks. The Dispatcher/Clerks are also divided into 3 shifts and provide 24-hour emergency service communications for the City. The Dispatcher/Clerks answer emergency and non-emergency telephone calls, operate the computer aided dispatch system (CAD), and dispatch appropriate police and fire units to calls for service. The Dispatcher/Clerks are trained in state and national teletype system usage that permits access to Department of Motor Vehicle records, Crime Information Bureau, and National Crime Information Center records, warrants/commitments, and criminal history information. In addition, they transcribe and file all police reports and provide front window service to citizens seeking information.

The 3/4 time Utility Person assists with squad and equipment maintenance, replacement and transport to appropriate service departments.

SERVICES:

- Recommendations to Mayor, Common Council, Boards, Commissions, and citizens concerning public safety issues.
- Provide 24 hour per day, 7 day per week police communications.
- Secretarial support to officers, supervisory staff, municipal court, and commissions.
- Police patrol of City by squads, motorcycle, bicycles, foot, and alternative methods.
- Special City event management (St. Martin's Fair, 4th of July, etc).
- Criminal investigations (adult and juvenile).
- Apprehension and prosecution of violators/offenders of local, county, state, and federal laws.
- K-9 Unit.
- Emergency Response Unit.
- Street Crimes Unit.
- Traffic Enforcement Unit/Accident Investigation.
- Neighborhood Substation (Wal-Mart).
- Crime Prevention (Neighborhood / Business Watch) Programs.
- Police/School Liaison Officer Program and Adopt-A-School Officer Program.
- Drug Abuse Resistance Education.
- Child Safety Programs (including bicycle safety, child fingerprinting, protective behaviors - child abuse prevention education).
- Maintain Sex Offender Registry for offenders who live, work and go to school in Franklin.

STAFFING:

Authorized Positions (FTE)	2005	2006	2007	2008	2009	2010
Police Chief	1.00	1.00	1.00	1.00	1.00	1.00
Inspector	1.00	1.00	1.00	1.00	1.00	1.00
Captain	3.00	3.00	3.00	3.00	3.00	3.00
Sergeant	7.00	7.00	7.00	7.00	7.00	7.00
Corporal	1.00	1.00	1.00	1.00	1.00	1.00
Juvenile Officer	1.00	1.00	1.00	1.00	1.00	2.00
School Liaison Off.	1.00	1.00	1.00	1.00	1.00	.00
Detective	4.00	4.00	4.00	4.00	4.00	4.00
Patrol Officer	40.00	40.00	40.00	40.00	40.00	40.00
Total Sworn Officers	59.00	59.00	59.00	59.00	59.00	59.00
Comm. Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Dispatcher	15.00	15.00	15.00	15.00	15.00	15.00
Secretary	1.50	1.50	1.50	1.50	1.50	1.50
Court Clerk *	1.50	.00	.00	.00	.00	.00
Utility Person	.75	.75	.75	.75	.75	.75
Total	78.75	77.25	77.25	77.25	77.25	77.25

* Administration and Human Resource support provided to the Municipal Court Department

ACTIVITY MEASURES:

Activity	2005	2006	2007	2008	2009*	2010*
Part I Crimes	775	764	1,066	994	1,000	1,030
Part II Crimes	1,571	992	1,417	1,828	1,900	1,957
Adult Arrests	1,392	1,625	1,056	1,146	1,200	1,236
Juvenile Arrests	562	396	436	321	450	465
Narcotics Arrests	89	79	202	224	175	200
Driving While Intoxicated	160	147	124	149	164	170
Traffic Citations	5,945	5,191	7,001	5,549	5,600	5,750
Parking Citations	2,076	1,539	1,448	1,331	1,412	1,475
Traffic Accidents	690	609	631	738	598	653
Total Calls to Dispatch **	77,146	81,500				
Calls for Service		20,281	28,169	27,107	27,500	27,900

*Forecast ** The Department no longer calculates Total Calls to Dispatch.

BUDGET SUMMARY:

- 1) The Police Department is requesting that the unfounded Police Officer for 2009 be funded for 2010. By filling this position the staffing level of the Police Department will be brought back to the 2001 manpower level. The Police Department is also requesting that the 32 hours of IT support for the Department be increased to 40 hours and the supervision of the IT Support person be the sole responsibility of the Chief of Police

- 2) Capital outlay:

Auto Equipment	
Replacement Squads	\$196,000
Computer Equipment:	
Replacement Mobile Data Computers	\$ 9,000
Desktop PC's	\$ 14,000
Other Capital Equipment:	
Upgrading of Emergency 911 Telephone Equipment	\$ 30,000
Replacement Radio Equipment	\$ 23,000
Replacement Squad Cameras	\$ 25,000
Phoenix Citizen Services Program	\$ 10,000
Replacement Body Armour	\$ 9,100
HP Color Lazerjet Printer	\$ 699
Taser Training Cartridges/ Protective Eyewear	\$ 958
Total Capital Outlay	\$317,757

CITY OF FRANKLIN 2010 BUDGET		2007 Actual	2008 Actual	2009 Adopted	2009 Amended	2009 YTD 6/30/2009	2009 Estimate	2010 Forecast B	2010 Dept/Request	2010 Recommend	Percent Change
POLICE DEPARTMENT											
PERSONAL SERVICES											
SALARIES-FT	01.211.0000.5111	3,184,671	3,276,074	3,391,916	3,391,916	1,680,200	3,257,128	3,208,107	3,392,639	3,244,906	
SALARIES-PT	01.211.0000.5113	18,269	20,412	20,450	20,450	9,667	19,905	20,304	20,304	20,304	
SALARIES-OT	01.211.0000.5117	162,846	186,532	164,350	164,350	79,146	130,000	164,350	164,350	164,350	
COMPTIME TAKEN	01.211.0000.5118	129,599	147,554	132,613	132,613	54,987	132,613	132,613	132,613	132,613	
LONGEVITY	01.211.0000.5133	13,102	13,803	13,881	13,881	6,931	13,789	14,454	14,454	14,454	
HOLIDAY	01.211.0000.5134	219,112	225,562	236,195	236,195	128,862	228,535	230,451	241,948	232,891	
VACATION PAY	01.211.0000.5135	261,264	277,228	287,524	287,524	101,945	273,951	294,188	297,178	297,178	
FICA	01.211.0000.5151	301,675	314,156	328,736	328,736	149,515	314,113	314,628	329,945	317,859	
RETIREMENT	01.211.0000.5152	758,102	826,330	829,867	829,867	402,923	797,616	789,115	827,924	797,350	
RETREE GROUP HEALTH	01.211.0000.5153	43,080	245,854	251,100	251,100	132,929	192,562	202,075	202,166	202,046	
GROUP HEALTH & DENTAL	01.211.0000.5154	991,619	1,079,047	1,140,063	1,140,063	520,436	1,105,956	1,048,776	1,106,634	1,048,776	
LIFE INSURANCE	01.211.0000.5155	12,482	13,133	13,615	13,615	8,226	14,134	10,431	10,863	10,528	
WORKERS COMPENSATION INS	01.211.0000.5156	75,452	106,377	135,181	135,181	73,392	127,552	146,473	153,899	145,134	
COLLEGE INCENTIVE	01.211.0000.5161	28,080	27,648	27,072	27,072	-7,370	26,928	25,920	25,920	25,920	
Sub-total		6,199,353	6,759,710	6,972,563	6,972,563	3,341,789	6,634,782	6,601,885	6,920,837	6,654,309	-4.6%
Percent of Department Total		86.8%	87.7%	86.3%	86.3%	90.0%	86.7%	86.0%	86.0%	85.9%	
CONTRACTUAL SERVICES											
AUTO MAINTENANCE	01.211.0000.5241	19,462	9,563	20,500	20,500	9,081	19,700	21,115	21,525	21,500	
EQUIPMENT MAINTENANCE	01.211.0000.5242	68,572	68,220	85,300	85,300	45,632	84,350	87,859	87,859	87,850	
DATA & TELEPHONE CABLING	01.211.0000.5247	13,510	12,814	19,500	19,500	6,324	12,684	20,085	20,100	20,100	
SOFTWARE MAINTENANCE	01.211.0000.5257	32,666	41,013	45,000	45,000	39,018	44,837	46,350	57,250	57,250	
SUNDRY CONTRACTORS	01.211.0000.5299	24,976	25,102	39,000	39,000	21,108	39,000	40,170	42,216	42,200	
Sub-total		149,176	156,711	209,300	209,300	121,363	200,571	215,579	228,950	228,900	9.4%
SUPPLIES											
OFFICE SUPPLIES	01.211.0000.5312	12,627	13,255	12,700	12,700	5,132	12,000	12,700	13,100	13,100	
PRINTING	01.211.0000.5313	3,968	3,969	4,500	4,500	577	1,600	4,500	4,500	4,500	
UNIFORMS *	01.211.0000.5326	29,720	31,229	35,000	35,000	13,063	35,000	35,000	35,000	35,000	
FIREARMS SUPPLIES	01.211.0000.5327	21,885	16,998	17,400	17,400	5,296	17,400	17,400	20,000	20,000	
EDUCATION SUPPLIES	01.211.0000.5328	3,886	2,877	3,700	3,700	471	942	3,700	3,700	3,700	
OPERATING SUPPLIES-OTHER	01.211.0000.5329	18,613	24,194	22,250	22,250	5,147	21,360	22,250	22,250	22,250	
FUEL/LUBRICANTS	01.211.0000.5331	111,991	141,098	181,600	181,600	40,065	105,000	181,600	150,000	150,000	
VEHICLE SUPPORT	01.211.0000.5332	27,063	21,883	32,050	32,050	9,046	18,092	32,050	32,050	44,350	
EQUIPMENT SUPPLIES	01.211.0000.5333	1,587	3,510	3,800	3,800	1,990	1,990	3,800	13,500	13,500	
AUXILIARY SUPPORT	01.211.0000.5334	4,393	3,225	4,600	4,600	1,040	3,000	4,600	4,600	4,600	
CRIME PREVENTION MATERIALS	01.211.0000.5335	2,816	2,828	3,200	3,200	2,174	3,200	3,200	4,350	4,350	
Sub-total		238,547	265,046	320,800	320,800	83,991	219,584	320,800	303,050	315,350	-1.7%
SERVICES AND CHARGES											
TELEPHONE	01.211.0000.5415	25,088	21,986	25,000	25,000	14,286	28,572	25,000	28,600	28,600	
SUBSCRIPTIONS	01.211.0000.5422	257	576	1,000	1,000	692	1,000	1,000	1,100	1,100	
MEMBERSHIPS	01.211.0000.5424	1,426	1,484	2,100	2,100	715	2,000	2,100	2,100	2,100	
CONFERENCES AND SCHOOLS	01.211.0000.5425	24,999	19,193	22,650	22,650	6,991	22,650	22,650	25,000	25,000	
ALLOCATED INSURANCE COST	01.211.0000.5428	73,700	78,500	80,900	80,900	40,450	80,900	80,900	80,900	80,900	
MILEAGE	01.211.0000.5432	611	999	2,000	2,000	220	1,000	2,000	2,000	2,000	
Sub-total		126,081	122,738	133,650	133,650	63,354	136,122	133,650	139,700	139,700	4.5%
FACILITY CHARGES											
WATER	01.211.0000.5551	1,471	1,542	1,800	1,800	403	1,800	1,872	1,872	1,900	
ELECTRICITY	01.211.0000.5552	61,993	63,234	71,350	71,350	23,358	71,350	74,204	74,202	74,200	
SEWER	01.211.0000.5553	242	347	500	500	102	500	520	520	500	
NATURAL GAS	01.211.0000.5554	28,294	33,983	39,100	39,100	16,527	39,100	40,664	40,664	40,600	
LANDSCAPE MATERIALS	01.211.0000.5555	233	233	950	950	414	950	988	988	1,000	
JANITORIAL SUPPLIES	01.211.0000.5556	6,372	5,805	7,300	7,300	2,436	7,300	7,592	8,000	8,000	
BUILDING MAINTENANCE-SYSTEMS	01.211.0000.5557	3,224	9,672	7,600	7,600	5,365	10,728	7,904	11,000	11,000	
BUILDING MAINTENANCE-FLOORING	01.211.0000.5558	444	0	1,650	1,650	1,090	2,180	1,716	2,200	2,200	
BUILDING MAINTENANCE-OTHER	01.211.0000.5559	10,569	14,111	18,000	18,000	2,722	15,000	18,720	18,720	18,700	
ALLOCATED PAYROLL COST	01.211.0000.5560	81,450	83,100	86,400	86,400	43,200	86,400	89,856	89,856	91,200	
Sub-total		194,290	212,026	234,650	234,650	95,617	235,308	244,036	248,022	249,300	6.2%
SUB TOTAL NON PERSONAL SERVICES		708,095	756,521	898,400	898,400	364,325	791,585	914,065	919,722	933,250	3.9%
TOTAL GENERAL FUND		6,907,448	7,516,230	7,870,963	7,870,963	3,706,114	7,426,367	7,515,950	7,840,559	7,587,559	-3.6%
CAPITAL OUTLAY FUND											
AUTO EQUIPMENT	41.211.0000.5811	206,928	248,407	177,000	177,000	40,395	177,000	177,000	196,000	196,000	
OTHER CAPITAL EQUIPMENT	41.211.0000.5819	110,262	46,259	109,667	109,667	8,136	109,667	109,667	121,885	88,757	
COMPUTER EQUIPMENT	41.211.0000.5841	52,283	26,529	40,000	40,000	10,853	40,000	40,000	53,000	53,000	
SOFTWARE	41.211.0000.5843	0	291	0	0	0	0	0	0	0	
TOTAL CAPITAL OUTLAY FUND		369,473	321,486	326,667	326,667	59,384	326,667	326,667	370,885	317,757	-2.7%
EQUIPMENT REVOLVING FUND											
EQUIPMENT	42.211.0000.5811	37,656	34,576	45,000	45,000	0	45,000	0	0	0	
SUBTOTAL POLICE DEPARTMENT		7,314,576	7,872,292	8,242,630	8,242,630	3,765,498	7,798,034	7,842,617	8,211,444	7,905,316	-4.1%

CITY OF FRANKLIN 2010 BUDGET		2007 Actual	2008 Actual	2009 Adopted	2009 Amended	2009 YTD 6/30/2009	2009 Estimate	2010 Forecast B	2010 Dept/Request	2010 Recommend	Percent Change
PD Dispatch											
PERSONAL SERVICES											
SALARIES-FT	01.212.0000.5111	524,688	548,972	601,209	601,209	269,746	564,097	588,658	588,658	588,658	-2.1%
SALARIES-OT	01.212.0000.5117	2,083	1,210	17,150	17,150	488	1,500	17,150	17,150	17,150	0.0%
COMPTIME TAKEN	01.212.0000.5118	16,280	13,553	0	0	7,518	10,000	15,000	15,000	15,000	100.0%
LONGEVITY	01.212.0000.5133	940	1,020	1,020	1,020	640	1,265	1,380	1,380	1,380	35.3%
HOLIDAY	01.212.0000.5134	34,246	34,854	39,292	39,292	21,001	35,436	37,172	37,172	37,172	-5.4%
VACATION PAY	01.212.0000.5135	35,958	38,708	39,963	39,963	20,228	40,201	41,926	41,926	41,926	4.9%
FICA	01.212.0000.5151	45,338	46,965	53,446	53,446	23,357	49,918	53,648	53,648	53,648	0.4%
RETIREMENT	01.212.0000.5152	60,800	63,558	69,863	69,863	32,755	68,031	70,129	70,129	70,129	0.4%
RETIREE GROUP HEALTH	01.212.0000.5153		7,240	7,700	7,700	4,120	4,597	4,865	4,865	4,865	-36.8%
GROUP HEALTH & DENTAL	01.212.0000.5154	162,896	178,608	187,632	187,632	79,561	161,020	157,356	157,356	157,356	-16.1%
LIFE INSURANCE	01.212.0000.5155	2,591	2,735	2,860	2,860	11,328	2,697	2,890	2,890	2,890	1.0%
WORKERS COMPENSATION INS	01.212.0000.5156	1,117	1,451	1,871	1,871	862	1,760	2,434	2,434	2,365	26.4%
Sub-total		886,937	938,674	1,022,006	1,022,006	471,604	940,520	992,608	992,608	992,539	-2.9%
Grand Total Police Department by Fund											
General Fund		7,794,385	8,454,905	8,892,969	8,892,969	4,177,718	8,366,887	8,508,558	8,833,167	8,580,098	
Capital Outlay Fund		369,473	321,486	326,667	326,667	69,384	326,667	326,667	370,885	317,757	
Equipment Revolving Fund		0	0	45,000	45,000	0	45,000	0	0	0	
Grand Total Police Department		8,163,858	8,776,391	9,264,636	9,264,636	4,237,102	8,738,554	8,835,225	9,204,052	8,897,855	-4.0%
Less Program Revenue:											
LAW ENFORCEMENT TRAINING	01.0000.4168	0	0	0	0	0	0	0	0	0	
OTHER POLICE GRANTS	01.0000.4157	-12,000	-3,838	-3,000	-3,000	-7,049	-3,000	-3,000	-3,000	-3,000	
Penalties & Forfeitures @ 88.0%		-345,357	-319,377	-352,000	-352,000	-186,930	-334,400	-350,400	-352,000	-352,000	
POLICE SERVICES	01.0000.4431	-3,567	-3,838	-4,500	-4,500	-3,552	-4,500	-4,500	-4,500	-4,500	
SPECIAL EVENT PUBLIC SAFETY	01.0000.4432	-609	-33,613	-1,500	-1,500	-221	-1,500	-1,500	-1,500	-1,500	
SCHOOL LIAISON OFFICER	01.0000.4615	-35,465	-37,620	-36,000	-36,000	0	-20,000	0	0	0	
PROPERTY SALES - VEHICLES	41.0000.4751	-37,760	-29,132	-30,000	-30,000	0	-30,000	-30,000	-30,000	-30,000	
INSURANCE PROCEEDS - VEHICLES	41.0000.4799	-50,000	0	0	0	0	0	0	0	0	
Total Program Revenue		-484,748	-427,417	-427,000	-427,000	-197,752	-393,400	-389,400	-391,000	-391,000	
Net Police Related Costs		7,679,109	8,348,973	8,837,636	8,837,636	4,039,350	8,345,154	8,445,825	8,813,052	8,506,855	

City of Franklin
Police Department
2010 Budget Request Support

1.	Salaries – FT	01.211.0000.5111	\$3,414,668
	2009 Budget		\$3,391,916
	Expenditures as of 6/30/09		\$1,680,200
	Estimated Expenditures		\$3,257,128
	Requested 2010 Budget		\$3,414,668
2.	Salaries – PT	01.211.0000.5113	\$22,628
	2009 Budget		\$20,450
	Expenditures as of 6/30/09		\$ 9,667
	Estimated Expenditures		\$19,905
	Requested 2010 Budget		\$22,628
3.	Salaries – OT	01.211.0000.5117	\$169,300
	2009 Budget		\$164,350
	Expenditures as of 6/30/09		\$ 79,146
	Estimated Expenditures		\$164,350
	Requested 2010 Budget		\$169,300

It is estimated that the Department will use all of the allotted overtime funds in 2009 and may possibly exceed the amount budgeted for the year. Currently there is a sergeant on extended medical leave which is creating more overtime than normally encountered.

Contractual Services

4.	Auto Maintenance	01.211.0000.5241	\$21,525
	2009 Budget		\$20,500
	Expenditures as of 6/30/09		\$ 9,081
	Estimated Expenditures		\$19,700
	Requested 2010 Budget		\$21,525

This account provides funds for repairs that cannot be completed by DPW staff such as front end alignments, windshield repairs transmission repairs and engine repair. It also includes funds for car washes and specialized cleaning of squads when necessary. We are keeping many of the squads longer than we have in the past, which increases costs for repairs.

5.	Equipment Maintenance	01.211.0000.5242	\$87,859
	2009 Budget		\$85,300
	Expenditures as of 6/30/09		\$45,832
	Estimated Expenditures		\$84,350
	Requested 2010 Budget		\$87,859

This account is used for the maintenance agreements that we have with various companies including Radio equipment, Word Systems voice and radio recording equipment, telephone, radio and computer systems, firearms range equipment, portable batteries and mobile data computer repairs etc. We anticipate that there will be increases in costs for many of our maintenance agreements in 2010. In 2010 we will have costs for additional maintenance agreements for ID Networks and the ALPR system.

6.	Data and Telephone Cabling	01.211.0000.5247	\$20,100
	2009 Budget		\$19,500
	Expenditures as of 6/30/09		\$ 6,324
	Estimated Expenditures		\$12,648
	Requested 2010 Budget		\$20,100

This account pays for our lease of two T-1 telephone lines, which run our radio system with Milwaukee County and one T1 line to for our telephone system. With the installation of the Phoenix CAD/RMS system it was necessary to install our own Road Runner internet connection. This account is also used when changes and additions to our telephone lines are needed for phones or for voice recording of emergency and non-emergency phone calls. We are expecting higher rates for 2010 for the T1 lines and Road Runner service.

7.	Software Maintenance	01.21.0000.5257	\$ 57,250
	2009 Budget		\$ 45,000
	Expenditures as of 6/30/09		\$ 39,018
	Estimated Expenditures		\$ 44,837
	Requested 2010 Budget		\$ 57,250

This account is used for our records management software subscription service. It is also used for changes and updates to a variety of computer programs that are used for booking, scheduling, word processing, background investigations etc. Along with anticipated increases for Phoenix maintenance, software upgrades are also required for our computer crimes software programs. The increase for funds is to cover yet unknown increases for support and upgrades to our software programs.

8.	Sundry Contractors	01.211.0000.5299	\$42,216
	2009 Budget		\$39,000
	Expenditures as of 6/30/09		\$21,108
	Estimated Expenditures		\$39,000
	Requested 2010 Budget		\$42,216

This account is used for a variety of services including pager rental, K-9 vet care, Teletype monthly access charges, towing fees photo developing fees and Verizon air card fees for the MDC's. This request reflects anticipated 2010 fee increases plus an additional cost for Verizon air card fees.

Sub-Total Contractual Services	\$228,950
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Supplies

9.	Office Supplies	01.211.0000.5312	\$13,100
	2009 Budget		\$12,700
	Expenditures as of 6/30/09		\$ 5,132
	Estimated Expenditures		\$12,000
	Requested 2010 Budget		\$13,100

This account is used for consumable office supplies, copy paper and computer paper, printer ink cartridges etc. This request reflects anticipated increases for 2010.

10.	Printing	01.211.0000.5313	\$4,500
	2009 Budget		\$4,500
	Expenditures as of 6/30/09		\$ 577
	Estimated Expenditures		\$1,600
	Requested 2010 Budget		\$4,500

The department has a variety of report forms, letterhead stationary and envelopes. It is also used for the copy of traffic and criminal statute books that are no longer provided by the State.

11.	Uniforms	01.211.0000.5326	\$35,000
	2009 Budget		\$35,000
	Expenditures as of 6/30/09		\$13,053
	Estimated Expenditures		\$35,000
	Requested 2010 Budget		\$35,000

By contract all officers and dispatchers receive annual uniform allowance from this account. Unusual situations where officer's uniforms are repaired or replaced outside of the usual uniform allowance is also covered by this account.

The following funds for uniforms requested for 2009 are dictated by department size and labor agreements:

59 police officers @ \$400 per officer	\$23,600
15 dispatchers @ \$300 per dispatcher	\$ 4,500
1 communications supervisor @ \$300	\$ 300
1 utility person @ \$300	\$ 300
1 administrative assistant @ \$300	\$ 300
1 Dep. Administrative Assistant @300	\$ 300
Damaged uniforms not covered by allowance	\$ 2,400

12	Firearms Supplies	01.211.0000.5327	\$20,000
	2009 Budget		\$17,400
	Expenditures as of 6/30/09		\$ 5,296
	Estimated Expenditures		\$17,400
	Requested 2010 Budget		\$20,000

This account provides for ammunition, gun cleaning supplies, targets, firearms repair and range repair items not covered in the maintenance contract. The requested increase in this account is due to sharply rising costs of ammunition due to the war in Iraq. There has been about a 125% increase for ammunition since 2008. The firearms officers monitor the prices of ammunition to attempt to get the best price available. This accounts for larger purchases made in the second half of the year.

13	Education Supplies	01.211.0000.5328	\$3,700
	2009 Budget		\$3,700
	Expenditures as of 6/30/09		\$ 471
	Estimated Expenditures		\$ 942
	Requested 2010 Budget		\$3,700

This account is used for the purchase of training manuals for CPR, first aid and other various types of department related training. It also is used for the purchase of training roll call videos.

14	Operating Supplies Other	01.211.0000.5329	\$22,250
	2009 Budget		\$22,250
	Expenditures as of 6/30/09		\$ 5,147
	Estimated Expenditures		\$21,360
	Requested 2010 Budget		\$22,250

This account is used for a wide variety of consumable items needed for the day-to-day operation of the department such as flares, fire extinguisher refills, traffic citations, municipal citations, first aid equipment, evidence supplies, batteries and other consumable supplies. In addition, costs to the Department evidence blood draws comes from this account.

15	Fuel and Lubricants	01.211.0000.5331	\$150,000
	2009 Budget		\$181,600
	Expenditures as of 6/30/09		\$ 40,065
	Estimated Expenditures		\$105,000
	Requested 2010 Budget		\$150,000

Toward the beginning of 2009 fuel prices fell well below what was anticipated for the year. Those prices have steadily risen over the year. Although it is not anticipated that the prices will rise as dramatically as they did a year ago, we anticipate that we can request substantially less for fuel for 2010. The amount requested takes into account that prices may rise again in late 2009 or 2010.

16	Vehicle Support	01.211.0000.5332	\$32,050
	2009 Budget		\$32,050
	Expenditures as of 6/30/09		\$ 9,046
	Estimated Expenditures		\$18,092
	Requested 2010 Budget		\$32,050

This account is used to for upkeep of the police squads and is used for the purchase of tires, replacement parts, oil and air filters, and miscellaneous supplies needed to keep the squads running. We anticipate that we will be spending more on vehicle support as we keep vehicles longer than we have in the past.

17	Equipment Supplies	01.211.0000.5333	\$13,500
	2009 Budget		\$ 3,800
	Expenditures as of 6/30/09		\$ 1,990
	Estimated Expenditures		\$ 1,990
	Requested 2010 Budget		\$13,500

This account provides for equipment needed to outfit a new police officer. This account provides for the following equipment: 9mm pistol, 2 extra magazines, magazine pouch, holster, Sam Browne belt, 2 pr. Handcuffs, handcuff case, radio holster, OC spray, and holster, expandable baton and belt holder, keepers, body armor, badges, name tag, collar pins, rain gear and winter parka. The above request reflects the costs to equip three officers. In addition to equipment for new officers this account reflects fees for medical and psychological examinations for potential new hires.

18	Auxiliary Support	01.211.0000.5334	\$4,600
	2009 Budget		\$4,600
	Expenditures as of 6/30/09		\$1,040

Estimated Expenditures	\$3,000
Requested 2010 Budget	\$4,600

The department has a unit of reserve non-paid civilians that assist with events such as the Civic Celebration, St. Martin's Fair, assistance at special events and emergencies and the department chaplain program. This account is used for the purchase of uniforms, equipment and training costs associated with this volunteer group. We have several Auxiliary positions to fill to bring the Unit back to its full strength. We anticipate that this will be accomplished by the end of 1009.

19	Crime Prevention Materials 01.211.0000.5335	\$4,350
	2009 Budget	\$3,200
	Expenditures as of 6/30/09	\$2,174
	Estimated Expenditures	\$3,200
	Requested 2010 Budget	\$4,350

This account funds the City's ongoing commitment to community policing efforts. These funds are used to prepare for meaningful crime prevention, neighborhood watch, and business watch programs. These crime prevention costs include handout material, displays, videos and other materials. National Night Out costs, in August, also come from these funds

Sub-Total Supplies	\$303,050
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Services and Charges

20	Telephone 01.211.0000.5415	\$28,600
	2009 Budget	\$25,000
	Expenditures as of 6/30/09	\$14,286
	Estimated Expenditures	\$28,572
	Requested 2010 Budget	\$28,600

This account provides funds for police department and municipal court telephones, faxes, cellular telephones, pagers and miscellaneous telephone expenses related to law enforcement and municipal court operations.

21	Subscriptions 01.211.0000.5422	\$1,100
	2009 Budget	\$1,000
	Expenditures as of 6/30/09	\$ 692
	Estimated Expenditures	\$1,000
	Requested 2010 Budget	\$1,100

This account provides funds for the costs of professional journals, magazines and periodicals such as Legal Update, Search and Seizure, Liability Law, Law and Order, APCO, 911 and Accident Investigation. These publications enhance the staff's ability to perform their duties and keep current on changing laws, current court cases and changes in law enforcement technology.

22	Memberships	01.211.0000.5424	\$2,100
	2009 Budget		\$2,100
	Expenditures as of 6/30/09		\$ 715
	Estimated Expenditures		\$2,000
	Requested 2010 Budget		\$2,100

This account provides funds for various memberships to professional organizations for department members. Memberships in these professional organizations greatly benefit the Department by providing training and networking for officers assigned to specialty duties. This account has remained the same for several years.

23	Conferences and Schools	01.211.0000.5425	\$25,000
	2009 Budget		\$22,650
	Expenditures as of 6/30/09		\$ 6,991
	Estimated Expenditures		\$22,650
	Requested 2010 Budget		\$25,000

This account provides funds for registration fees, lodging costs, meals and other costs related to training seminars which assist in meeting state mandated training requirements for sworn police officers. Training provided from this fund enhances development and professionalism of our officers and dispatchers. Although the department attempts to keep training costs down through in-house training where possible, such training cannot address all training and staff development needs. This is a minimal expense when considering the tasks and assignments police department staff are required to perform and the liability that attaches to improper training or failure to train officers. Due to recent cuts by the State, funds that were usually received for reimbursement of training expenses have been decreased, creating a need to add funds to this account.

24	Allocated Insurance Costs	02.211.0000.5428	\$80,900
	2009 Budget		\$80,900
	Expenditures as of 6/30/09		\$40,450
	Estimated Expenditures		\$80,900
	Requested 2010 Budget		\$80,900

The costs related to this account are calculated by City Hall staff.

25	Mileage	02.211.0000.5432	\$2,000
	2009 Budget		\$2,000
	Expenditures as of 6/30/09		\$ 500
	Estimated Expenditures		\$1,000
	Requested 2010 Budget		\$2,000

This account provides funds for payment of mileage reimbursement for the staff's use of their personal vehicles to attend court, training or other official department functions when squads or other department vehicles are not available or appropriate for their assignments.

Sub-Total Services and Charges	\$139,700
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Facility Charges

26	Water	01.211.0000.5551	\$1,872
	2009 Budget		\$1,800
	Expenditures as of 6/30/09		\$ 402
	Estimated Expenditures		\$1,800
	Requested 2010 Budget		\$1,800
27	Electricity	01.211.0000.5552	\$74,204
	2009 Budget		\$71,350
	Expenditures as of 6/30/09		\$23,358
	Estimated Expenditures		\$71,350
	Requested 2010 Budget		\$74,204
<p>We are requesting an increase in funding in this account due to the likelihood of increases for 2010.</p>			
28	Sewer	01.211.0000.5553	\$ 520
	2009 Budget		\$ 500
	Expenditures as of 6/30/09		\$ 102
	Estimated Expenditures		\$ 500
	Requested 2010 Budget		\$ 520
29	Natural Gas	01.211.0000.5554	\$40,664
	2009 Budget		\$39,100
	Expenditures as of 6/30/09		\$16,527
	Estimated Expenditures		\$39,100
	Requested 2010 Budget		\$ 40664
<p>We are expecting that gas prices will increase for 2010.</p>			
30	Landscape Materials	01.211.0000.5555	\$ 988
	2009 Budget		\$ 950
	Expenditures as of 6/30/09		\$ 414
	Estimated Expenditures		\$ 950
	Requested 2010 Budget		\$ 988
31	Janitorial Supplies	01.211.0000.5556	\$ 8,000
	2009 Budget		\$ 7,300
	Expenditures as of 6/30/09		\$ 2,836
	Estimated Expenditures		\$ 7,300
	Requested 2010 Budget		\$ 8,000
32	Building Maintenance Systems	01.211.0000.5557	\$ 11,000
	2009 Budget		\$ 7,600
	Expenditures as of 6/30/09		\$ 5,364
	Estimated Expenditures		\$10,728
	Requested 2010 Budget		\$ 11,000

Over the past several years we have experienced issues with faulty plumbing and air handling equipment in the station. This has caused increased costs due to the building warranty expiring. Due to breakdown in equipment the department has used more funds than allocated for this account.

33	Building Maintenance Flooring 01.211.0000/5558	\$ 2,200
	2009 Budget	\$ 1,650
	Expenditures as of 6/30/09	\$ 1,090
	Estimated Expenditures	\$ 2,180
	Requested 2010 Budget	\$ 2,000
34	Building Maintenance Other 01.211.0000.5559	\$ 18,720
	2009 Budget	\$ 18,000
	Expenditures as of 6/30/09	\$ 2,722
	Estimated Expenditures	\$ 15,000
	Requested 2010 Budget	\$ 18,720

This account is used for miscellaneous repairs to the building. As this building is occupied 24/7 we are experiencing more issues with repairs that need to be made to keep the building in proper working order.

35	Allocated Payroll Costs 01.211.0000.5560	\$ 89,856
	2009 Budget	\$ 86,400
	Expenditures as of 6/30/09	\$ 43,200
	Estimated Expenditures	\$ 86,400
	Requested 2010 Budget	\$ 89,856
	Sub-Total Facility Charges	\$248,024

**2010 CAPITAL BUDGET REQUESTS
POLICE DEPARTMENT
CITY OF FRANKLIN**

CAPITAL OUTLAY BUDGET REQUEST

Capital Outlay Budget Request for 2010	\$370,885.00
	\$317,757.00
Auto Equipment 41.211.0000.5811	\$196,000.00

<u>Replacement Squad Cars</u>	<u>\$196,000.00</u>
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The Police Department is requesting the replacement of 7 squad cars in 2010. These include marked units 122, 124, 126, 127, and 129 and unmarked unit 135. All of these vehicles will have high mileage on them by mid 2010 and will be in need of replacement. The Department is also requesting the replacement of car # 93. This vehicle is an unmarked Chevrolet Tahoe that is used by members of the Emergency Response Team on a daily basis as a patrol vehicle. When purchased, this vehicle was part of the Auto Revolving Account and not scheduled to be replaced for a number of years. This vehicle's assignment was changed to allow for carrying of tactical equipment that would be needed in the event that a rapid response is needed to a business, school, church or residential tactical situation.

Computer Equipment 41.211.0000.5841	\$53,000.00
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<u>Replacement Mobile Data Computers</u>	<u>\$9,000.00</u>
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These funds are used to update aging in-squad mobile data computer equipment and be part of the program of time-planned replacement of equipment to avoid peaks and valleys in the budget. These computers are used 24 hours a day in adverse conditions that expose them to extreme temperature change, jolts, vibrations and dust. Therefore, these computers must be much more rugged than the average laptop. In 2007 we began to replace the semi-rugged Panasonic Toughbooks with the fully rugged Panasonic Toughbook 30's. These computers will last much longer than the 2-3 year lifespan of the semi-rugged models and have several safety features such as touch screen operation and backlit keyboards, making their use in squad cars more efficient and safer. The amount requested for 2010 is less than previous years as these will complete the changeover to the fully rugged models.

<u>Replacement Department Computers</u>	<u>\$14,000.00</u>
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We are requesting funds for the replacement of aging desktop computers within the Department. This is part of the program of timed replacement of equipment to avoid peaks and valleys in the budget. These funds would cover the replacement of aging computers in several locations within the department that have been identified through the replacement schedule. The computers that have been identified for replacement are now very old and unreliable and are difficult to maintain. The location of computers scheduled to be replaced in 2010 are: Command Staff Offices (5), Field Training Office, Library Report Room and the Transcription Station in the clerical area.

Upgrading of the Emergency 911 Telephone Equipment **\$30,000.00**

The emergency 911 telephone equipment used in the Department was purchased in 2000 when the new Law Enforcement Center was being constructed. This equipment consists of a telephone switch box that interfaces with the Avaya telephone switch and four answering points in the Dispatch Center that are operated using CPU's and touch-screen monitors. The current CPU equipment is no longer supported and finding parts for repairs is very difficult. In addition there are numerous upgrades to the switch equipment and programming that are needed to keep this vital equipment working properly. We are not asking for a complete replacement of the 911 telephone system, but for an upgrade to keep the system in good working and reliable condition.

Other Capital Equipment 41.211.0000.5819 **\$121,885.00**
\$ 68,757.00

Phoenix Citizen Services Program **\$10,000.00**

This is an add-on program to our current records management system. The program will offer citizens the ability to report selected incidents on-line, view up to date crime maps, obtain accident reports, request home checks, enter personal information for first responders, and register for overnight parking permission. By using this program the Department can concentrate resources on the prevention and investigation of more serious crimes without eliminating services that are time consuming for officers and dispatchers.

Replacement In-Squad Video Cameras **\$25,000.00**

The in-squad video systems that the Department is currently using are in need of replacement. The current units use VHS tape to record traffic stops involving DWI cases, eluding cases and many other traffic and criminal cases. The Department is currently researching more modern recording equipment to replace the old VHS units. The replacement of the units currently in the patrol vehicles will take several years to accomplish. These funds would be used to replace a portion of the older VHS units.

Replacement Mobile and Portable Radio Equipment **\$23,000.00**

Within the next few years the analog radio equipment the Department now owns will be phased out and will need to be replaced with digital equipment. In order to continue to operate on the Milwaukee County Radio System digital capable radios will need to be purchased. The County is in the process of replacing existing radio towers with digital ones. This budget request will provide for a partial replacement of some of the radios currently in use. This amount will cover the replacement of approximately 5 portable radios 2 mobile radios. These radios are capable of being programmed to operate on the current analog system and can be reprogrammed for digital use when needed. Replacement of the current radios over several years will reduce or eliminate a very large budget request if a majority of the radios need to be replaced at one time.

HP Color Lazerjet Printer **\$699.00**

A color printer is needed in the Detective Bureau that has the capability to print from a memory card or make color photos of mug shots, injuries to victims etc. The printer would be available to the Detectives to make color copies when needed for an investigation or court purposes.

Replacement Ballistic Vests **\$9,100.00**

In 2010 there are fourteen officers that will need to have their ballistic body armor replaced. These vests are worn on a daily basis by officers and will be five years old and will no longer carry a warranty that they will perform properly when needed.

Taser Training Cartridges/ Protective Eyewear **\$,958.00**

At the present time the Department is out of training cartridges that are used in conjunction with officer re-certification and Citizen Police Academy training. These cartridges will be needed for 2010 and 2011 training and re-certification. The protective eyewear is needed for Simunition and Taser training.

Items Not Funded:

Replacement In-Squad Video Cameras **\$15,000.00**

The in-squad video systems that the Department is currently using are in need of replacement. The current units use VHS tape to record traffic stops involving DWI cases, eluding cases and many other traffic and criminal cases. The Department is currently researching more modern recording equipment to replace the old VHS units. The replacement of the units currently in the patrol vehicles will take several years to accomplish. These funds would be used to replace a portion of the older VHS units.

Dispatch Center- Resource Center **\$5,120.00**

Currently the Communication Center has two turntables and a computer table which is approximately 12 feet in length. The two turntables rotate completely including the tip which prohibits any type of connectivity for printers or other computer equipment to be placed on top of them. They have no turning mechanism and are poorly designed for storage, the spaces are too large and there are not enough separations. The proposed resource center has a simplified design creating one solid work surface. The new turntables rotate completely, however the base and the top are stationary which allows cord management through the cable ports. There are handles on each of the turntables allowing for easy rotation to access resources, creating a more ergonomic environment.

Ballistic Barricade Vests **\$10,000.00**

There are currently five Ballistic Barricade Vests that are used by the SWAT team that are out of their five year warranty period and are no longer guaranteed to function properly. These vests are used by SWAT team personnel in high risk situations where the threat of encountering a suspect armed with rifles or high caliber handguns could occur. These vests are vital to SWAT team operations

Night Vision Optical Unit **\$4,000.00**

This item would be used for night time surveillance and primarily by the SWAT team for low light tactical operations.

Body Wire **\$4,000.00**

This recording device will be used in covert operations, most often for drug investigations. It will increase our ability to investigate and prosecute criminal offenses.

Gas Masks **\$5,850.00**

The gas masks that are currently issued are no longer in production and have been replaced by the MSA Millennium CBRN Gas Mask. The current gas masks do not offer

biological protection. Some of the parts on our current masks are deteriorating and replacement parts are no longer being made for our current masks. Over the next several years the Department will need to replace all of the current gas masks in our inventory. These funds are needed to begin the replacement process. It is expected that the current masks could all be replaced in a three year period.

Colt M4 Armorer's Kit **\$1,545.00**

The officers assigned to the SWAT team are equipped with Colt M4 rifles. Currently we do not have the needed equipment to service and repair these guns. These funds are being requested for the purchase of the armorer's kit needed to perform necessary repairs and servicing of these rifles.

Taser Training Cartridges/ Protective Eyewear **\$997.00**

At the present time the Department is out of training cartridges that are used in conjunction with officer re-certification and Citizen Police Academy training. These cartridges will be needed for 2010 and 2011 training and re-certification. The protective eyewear is needed for Simunition and Taser training.

Glock Simunition Pistols/ Simunition Rounds **\$1500.00**

The Department uses Simunition rounds for training. Simunition pistols are needed to fire these rounds. We are asking for funds to purchase two Simunition Glock 17 pistols and Simunition rounds for training purposes.

Simunition Shotgun Conversion Kit/Sims Training Ammo **\$964.00**

In the event of a active shooter situation, the first responding officers would likely take long guns (shotguns) into the scene. Currently we have no Simunition Long Guns for training purposes. In order to train realistically for this type of incident we would like to be able to add long guns to our training scenarios. These funds would provide for two shotgun conversion kits and 500 rounds of Simunition ammunition for them.

Binoculars **\$1200.00**

These binoculars would be used by the SWAT team. These binoculars would offer greater magnification than the sniper rifle optics. The larger objective lens will give us the ability to more clearly identify objects under low light conditions. Purchase of three pairs would allow a pair for each sniper and they could be used on other covert observation missions.

Simunitions Training Protective Equipment **\$1,335.00**

During recent training while conducting simunition scenarios we discovered that we were in need of more helmets, groin protectors and throat protectors. The training was slowed and time lost when officers were waiting for equipment. the addition of this equipment would be an asset to scenario training.

Nottaline Furniture for Shoot House **\$1,617.00**

We have furnished the shoot house with foam Nottaline furniture which has already paid off. We have run numerous force on force scenarios in the shoot house and have had no injuries to instructors or officers due in large part to the safety this furniture provides. Adding these pieces would further add to the realistic training and continue to keep officers from injuring themselves.

FIRE
221, 223

DEPARTMENT: Fire

PROGRAM MANAGER: Fire Chief

PROGRAM DESCRIPTION:

The Franklin Fire Department mission is to render any service it is capable of delivering to protect the lives and property of the citizens within its jurisdiction. The department will provide educational activities to the residents and actively promote fire prevention. The department will provide these services as efficiently as possible within the limits of funding provided by the citizens of Franklin.

Full time employees staff the department, department 221 accounts for these employees. Department No. 223 is used to account for fire protection charges from the Franklin Water Utility for water mains and fire hydrants, as set by the Public Service Commission.

SERVICES:

- Fire suppression and investigation.
- Service calls for hazardous conditions such as downed power lines, strange odors, natural gas leaks, and other non-fire calls.
- Emergency medical services, including basic life support (EMT-B) and advanced life support (paramedic service). Paramedic services are provided as part of a contract with Milwaukee County.
- Special teams, including water rescue, ice rescue, confined space, and hazardous materials.
- Fire inspection services, performed in all factories, stores, schools, churches, apartments and buildings open to the general public.
- Public education services, encompassing a variety of fire safety and first aid classes, including CPR, fire extinguisher training, and Survive Alive House.
- Maintenance of 3 fire stations, 8 major fire vehicles, 5 ambulances, and 5 staff vehicles.
- Training of personnel in fire and EMS techniques.

ACTIVITY MEASURES:

Activity	2005	2006	2007	2008	2009*	2010*
Total Calls	2965	2,958	3,340	3,356	3,300	3,400
Fire Responses	514	588	573	704	700	700
EMS Responses	2451	2,526	2,767	2,790	2,600	2,700
Fire Inspections	2,056	2,267	2,364	2,578	2,600	2,600
Plan Reviews	258	271	302	356	275	320
Basic Life Support Transports	1127	1,240	1,275	1,332	1,300	1,300
Basic Life Support No Trans.			613	603	600	600
Paramedic Transports	543	540	653	645	550	650
Paramedic No Transports			226	210	150	150

* Forecast

STAFFING:

Authorized Positions (FTE)	2005	2006	2007	2008	2009	2010
Fire Chief	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Chief	0	1.00	1.00	1.00	1.00	1.00
Deputy Chief	0	1.00	0	0	0	0
Battalion Chief	5.00	3.00	3.00	3.00	3.00	3.00
Fire Inspector	1.00	1.00	1.00	1.00	1.00	1.00
Part-time Inspector	0	.45	.45	.45	.45	.45
Supervisor of Equipment	1.00	1.00	1.00	1.00	1.00	1.00
Fire Lieutenant	6.00	6.00	6.00	6.00	6.00	6.00
Paramedic Lieutenant	0	0	3.00	3.00	3.00	3.00
EMT/Firefighter	14.00	15.00	14.00	13.00	13.00	12.00
Paramedic/Firefighter	15.00	15.00	15.00	16.00	16.00	17.00
Clerk/Typist	1.00	1.00	1.00	1.00	1.00	1.00
Total Regular FTE	44.00	45.45	46.45	46.45	46.45	46.45

BUDGET SUMMARY:

- 1) Personal Services – decreased from the 2009 amended budget due to the decision to hold off replacing a firefighting position after a resignation..
- 2) Contractual Services – reflects funds needed to pay outside contractors for service otherwise unable to complete in house. Examples of these services are billing for ambulances and vehicle repairs beyond the capability of the DPW or FFD staff. There is a reduction from the 2009 budget due to adjusting for actual ambulance billing rates and decrease plan review activity. The vehicle maintenance line did increase due to anticipated ambulance repairs as the FD is attempting to prolong the service life of the ambulances.
- 3) Supplies- These lines are used to purchase supplies. Examples include office supplies and medical products for the ambulances. There is a reduction from the 2009 budget due to decreased fuel costs.
- 4) Services and Charges – increased slightly to account for increased telephone charges. The increase is due to the business class internet connections for stations two and three. This fee is not an increase to the overall city budget. These charges were under the City Administrator's budget prior to this year.
- 5) Facility Charges- increased slightly to cover inflation.
- 6) Capital Outlay:

Furniture and fixtures

On-going expenses \$3,000

Shop Equipment

Hurst Jaws Spreader \$7,100
 Federal Share of Fire Act \$29,970
 City Share of Fire Act Grant \$3,330

Safety Equipment

Turnout gear \$4,800
 Water Rescue Suits \$3,000

Computer equipment

Mobile Data Terminals \$9,200

Two Work Stations
Building improvements
On-going repairs
Total Capital Outlay

\$1,900

\$6,000

\$68,300

CITY OF FRANKLIN 2010 BUDGET		2007 Actual	2008 Actual	2009 Adopted	2009 Amended	2009 YTD 6/30/2009	2009 Estimate	2010 Forecast B	2010 Dept/Request	2010 Recommend	Percent Change
FIRE DEPARTMENT											
PERSONAL SERVICES											
SALARIES-FT	01.221.0000.5111	2,238,422	2,371,448	2,460,583	2,460,583	1,228,788	2,406,072	2,404,514	2,473,468	2,395,669	
SALARIES-PT	01.221.0000.5113	14,753	15,508	15,398	15,398	6,449	12,898	15,398	15,398	15,398	
SALARIES-TEMP	01.221.0000.5115	0	0	0	0	0	0	0	0	0	
SALARIES-OT	01.221.0000.5117	159,995	235,683	165,000	165,000	133,337	220,000	165,000	172,000	165,000	
COMPTIME TAKEN	01.221.0000.5118	21,442	18,334	25,750	25,750	5,512	25,750	25,750	25,750	25,750	
SALARIES-OT- PUBLIC SERVICE	01.221.0000.5119	0	472	6,100	6,100	605	6,100	6,100	6,100	6,100	
HAZARDOUS MATERIALS PAY	01.221.0000.5131	11,080	9,520	10,560	10,560	4,760	10,560	10,560	10,560	10,560	
LONGEVITY	01.221.0000.5133	8,806	9,371	11,211	11,211	4,657	10,963	12,235	12,235	12,235	
HOLIDAY PAY	01.221.0000.5134	288,338	288,598	309,349	309,349	183,902	312,281	305,505	310,699	304,381	
VACATION PAY	01.221.0000.5135	226,527	247,890	239,276	239,276	70,707	239,185	239,337	238,818	238,818	
FICA	01.221.0000.5151	221,726	238,641	249,643	249,643	121,260	249,894	245,096	251,330	244,294	
RETIREMENT	01.221.0000.5152	547,268	634,098	632,641	632,641	322,129	633,787	614,732	630,455	612,687	
RETIREE GROUP HEALTH	01.221.0000.5153	79,660	318,802	335,800	335,800	178,311	273,501	287,335	287,459	287,538	
GROUP HEALTH & DENTAL	01.221.0000.5154	669,952	747,516	793,233	793,233	383,406	725,508	715,455	741,247	715,453	
LIFE INSURANCE	01.221.0000.5155	8,399	8,970	9,144	9,144	5,164	9,288	7,471	7,612	7,445	
WORKERS COMPENSATION INS	01.221.0000.5156	82,071	107,292	129,258	129,258	66,266	128,426	144,217	147,875	140,497	
COLLEGE INCENTIVE	01.221.0000.5161	5,299	3,456	3,456	3,456	0	3,456	3,276	3,276	3,276	
Sub-total		4,583,739	5,255,599	5,396,402	5,396,402	2,715,233	5,267,669	5,201,981	5,334,282	5,186,101	-3.9%
Percent of Department Total		83.4%	91.1%	90.8%	89.2%	88.5%	89.9%	89.0%	88.4%	89.3%	
CONTRACTUAL SERVICES											
MEDICAL SERVICES	01.221.0000.5211	2,247	3,536	3,600	3,600	350	3,600	3,708	3,400	3,400	
SPRINKLER PLAN REVIEW	01.221.0000.5219	92,423	100,455	99,000	99,000	33,807	70,000	73,970	70,000	70,000	
AUTO MAINTENANCE	01.221.0000.5241	8,532	7,525	9,250	9,250	6,639	12,000	9,528	15,000	15,000	
EQUIPMENT MAINTENANCE	01.221.0000.5242	6,910	4,491	6,500	6,500	3,458	6,500	6,695	6,500	6,500	
SOFTWARE MAINTENANCE	01.221.0000.5257	0	0	2,000	2,000	1,395	2,000	2,060	2,000	2,000	
AMBULANCE BILLING FEES	01.221.0000.5296	49,409	68,737	77,000	77,000	26,505	67,000	79,310	67,500	67,500	
Sub-total		159,520	184,745	197,350	197,350	72,154	161,100	175,271	164,400	164,400	-16.7%
SUPPLIES											
OFFICE SUPPLIES	01.221.0000.5312	2,640	2,255	2,000	2,000	1,398	2,000	2,000	2,000	2,000	
PRINTING	01.221.0000.5313	530	501	700	700	469	700	700	700	700	
MEDICAL SUPPLIES	01.221.0000.5322	13,594	11,768	14,000	14,000	10,193	14,000	14,000	15,000	15,000	
UNIFORMS	01.221.0000.5326	19,449	19,832	21,100	21,100	9,237	21,100	21,100	20,700	20,700	
EDUCATION SUPPLIES	01.221.0000.5328	2,810	2,431	3,000	3,000	1,266	2,000	3,000	3,000	3,000	
FUEL/LUBRICANTS	01.221.0000.5331	36,929	47,002	63,700	63,700	11,773	43,700	63,700	50,000	50,000	
VEHICLE SUPPORT	01.221.0000.5332	10,332	13,160	15,000	15,000	6,535	14,000	15,000	15,000	20,100	
EQUIPMENT SUPPLIES	01.221.0000.5333	11,656	9,483	12,000	12,000	5,793	12,000	12,000	14,000	14,000	
CONSUMABLE TOOLS	01.221.0000.5342	598	470	1,000	1,000	1,899	1,000	1,000	1,000	1,000	
Sub-total		98,437	106,901	132,500	132,500	48,563	110,500	132,500	121,400	126,500	-4.5%
SERVICES AND CHARGES											
TELEPHONE	01.221.0000.5415	1,226	1,167	1,200	1,200	490	1,200	1,200	4,000	4,000	
SUBSCRIPTIONS	01.221.0000.5422	243	243	400	400	435	400	400	450	450	
MEMBERSHIPS	01.221.0000.5424	1,152	1,227	1,200	1,200	895	1,200	1,200	1,200	1,200	
CONFERENCES AND SCHOOLS	01.221.0000.5425	9,314	8,115	8,000	8,000	6,043	8,000	8,000	8,000	8,000	
ALLOCATED INSURANCE COST	01.221.0000.5428	30,800	32,600	33,600	33,600	16,800	33,600	33,600	33,600	33,600	
MILEAGE	01.221.0000.5432	744	533	800	800	158	500	800	500	500	
EQUIPMENT RENTAL	01.221.0000.5433	7,021	6,915	7,400	7,400	1,571	7,400	7,400	7,700	7,700	
BACKGROUND CHECKS	01.221.0000.5471	38	23	50	50	8	50	50	50	50	
Sub-total		50,537	50,822	52,650	52,650	26,400	52,350	52,650	55,500	55,500	5.4%
FACILITY CHARGES											
WATER	01.221.0000.5551	2,610	2,801	2,900	2,900	754	2,900	3,016	2,900	2,900	
ELECTRICITY	01.221.0000.5552	28,053	30,107	32,500	32,500	12,120	30,000	33,800	33,800	33,800	
SEWER	01.221.0000.5553	742	958	800	800	293	800	832	800	800	
NATURAL GAS	01.221.0000.5554	18,248	22,711	20,800	20,800	11,337	20,800	21,632	21,632	650	
JANITORIAL SUPPLIES	01.221.0000.5556	7,995	7,428	7,500	7,500	4,201	7,500	7,800	7,800	7,800	
BLDG MAINT SERVICE - SYSTEMS	01.221.0000.5557	14,414	10,268	12,000	12,000	4,764	10,000	12,480	12,000	12,000	
BUILDING MAINTENANCE - OTHER	01.221.0000.5559	2,717	3,884	4,500	4,500	1,355	4,500	4,680	4,500	4,500	
Sub-total		74,780	78,157	81,000	81,000	34,824	76,500	84,240	83,432	62,460	-22.9%
SUB TOTAL NON PERSONAL SERVICES		383,274	420,625	463,500	463,500	181,941	400,450	444,661	424,732	408,850	-11.8%
TOTAL GENERAL FUND		4,967,012	5,676,224	5,859,902	5,859,902	2,897,174	5,668,119	5,646,642	5,759,014	5,593,951	-4.5%

CITY OF FRANKLIN 2010 BUDGET		2007 Actual	2008 Actual	2009 Adopted	2009 Amended	2009 YTD 6/30/2009	2009 Estimate	2010 Forecast B	2010 Dept/Request	2010 Recommend	Percent Change
CAPITAL OUTLAY FUND											
AUTO EQUIPMENT	41.221.0000.5811	0	0	0	0	0	0	0	0	0	
FURNITURE/FIXTURES	41.221.0000.5812	2,170	6,511	3,000	3,000	1,743	3,000	3,000	3,000	3,000	
SHOP EQUIPMENT	41.221.0000.5815	28,303	6,586	61,969	61,969	49,227	61,969	24,583	66,600	40,400	
SAFETY EQUIPMENT	41.221.0000.5818	171,487	4,358	6,500	6,500	6,882	6,500	6,500	7,800	7,800	
BUILDING IMPROVEMENTS	41.221.0000.5822	4,962	20,227	6,000	6,000	3,039	6,000	6,000	38,500	6,000	
COMPUTER EQUIPMENT	41.221.0000.5841	0	2,328	3,600	3,600	954	3,600	3,600	12,100	11,100	
SOFTWARE	41.221.0000.5843	1,395	2,322	0	0	0	0	0	0	0	
TOTAL CAPITAL OUTLAY FUND		208,317	42,334	81,069	81,069	61,845	81,069	43,683	128,000	68,300	-15.8%
EQUIPMENT REVOLVING FUND											
EQUIPMENT	42.221.0000.5811	321,282	48,562	0	109,600	110,611	110,600	157,285	145,000	145,000	
GRAND TOTAL FIRE DEPARTMENT		5,496,612	5,767,120	5,940,971	6,050,571	3,069,630	5,859,788	5,847,610	6,032,014	5,807,251	-2.3%
SAFETY TRAINING											
PERSONAL SERVICES											
SALARIES-OVERTIME	01.222.0000.5117	579	0	0	0	0	0	0	0	0	
FICA	01.222.0000.5151	44	0	0	0	0	0	0	0	0	
RETIREMENT	01.222.0000.5152	107	0	0	0	0	0	0	0	0	
GROUP HEALTH & DENTAL	01.222.0000.5154	109	0	0	0	0	0	0	0	0	
WORKERS COMPENSATION INS	01.222.0000.5156	0	0	0	0	0	0	0	0	0	
Sub-total		839	0	0	0	0	0	0	0	0	
SUPPLIES											
EDUCATIONAL SUPPLIES	01.222.0000.5328	1,682	0	0	0	0	0	0	0	0	
Sub-total		1,682	0	0	0	0	0	0	0	0	
SUB TOTAL NON PERSONAL SERVICES		1,682	0	0	0	0	0	0	0	0	
GRAND TOTAL SAFETY TRAINING		2,520	0	0	0	0	0	0	0	0	
Grand Total Fire Department Costs - By Fund											
General Fund		4,969,533	5,676,224	5,859,902	5,859,902	2,897,174	5,668,119	5,646,642	5,759,014	5,593,951	
Capital Outlay Fund		208,317	42,334	81,069	81,069	61,845	81,069	43,683	128,000	68,300	
Equipment Revolving Fund		321,282	48,562	0	109,600	110,611	110,600	157,285	145,000	145,000	
Grand Total Fire Department		5,499,132	5,767,120	5,940,971	6,050,571	3,069,630	5,859,788	5,847,610	6,032,014	5,807,251	
Less Program Revenue:											
FIRE INSURANCE TAX	01.0000.4127	-107,780	-105,109	-110,000	-110,000	0	-110,992	-110,000	-110,000	-110,000	
MISC FIRE PERMITS	01.0000.4288	-5,700	-6,035	-6,500	-6,500	-4,416	-6,000	-6,000	-6,000	-6,000	
AMBULANCE SERVICES - ALS	01.0000.4441	-277,049	-428,403	-550,000	-550,000	-182,939	-370,000	-400,000	-400,000	-400,000	
AMBULANCE SERVICES - BLS	01.0000.4441	-347,816	-513,250	-625,000	-625,000	-222,115	-475,000	-500,000	-500,000	-500,000	
SAFETY TRAINING-FIRE	01.0000.4442	-2,034	-1,505	-2,000	-2,000	-1,605	-2,000	-2,000	-2,000	-2,000	
FIRE SPRINKLER PLAN REVIEW	01.0000.4443	-114,305	-118,420	-127,000	-127,000	-48,224	-85,000	-87,000	-90,000	-90,000	
FIRE INSPECTION SERVICES	01.0000.4444	-46,472	-62,785	-48,000	-48,000	-10,746	-62,000	-48,000	-62,000	-62,000	
COUNTY EMT-PAYMENTS	01.0000.4611	-390,922	-168,536	-230,000	-230,000	-62,837	-250,000	-230,000	-240,000	-250,000	
GRANT REVENUE	41.0000.4830	-54,195	0	-28,900	-28,900	0	-28,900	0	-29,970	0	
DONATION	42.0000.4830	0	0	0	0	0	0	0	0	0	
Total Program Revenue		-1,346,283	-1,404,042	-1,727,400	-1,727,400	-532,882	-1,389,892	-1,383,000	-1,439,970	-1,420,000	
Net Fire Related Costs		4,162,850	4,363,077	4,213,571	4,323,171	2,536,748	4,469,896	4,464,610	4,592,044	4,387,251	
PUBLIC FIRE PROTECTION											
FACILITY CHARGES											
W/U FIRE PROTECTION CHARGES	01.223.0000.5538	217,856	229,677	235,900	235,900	117,841	235,900	295,900	295,900	295,900	
TOTAL PUBLIC FIRE PROTECTION		217,856	229,677	235,900	235,900	117,841	235,900	295,900	295,900	295,900	25.4%

CITY OF FRANKLIN
2010 BUDGET REQUEST
FIRE DEPARTMENT
September 4, 2009

Personal Services

1. Salaries-OT	01.221.0000.5117	\$172,000
2009 Budget		\$165,000
Expenditures as of 6/30/09		\$133,337
Estimated Expenditures		\$220,000
Request 2010		\$172,000

In 2009 the fire department began the year staffing to a minimum of 11 per day. The overtime use was high due to military leave and the resignation of Battalion Chief Mayer in April requiring remaining employees to fill their vacancies at overtime. The overtime was offset by the non-used salaries. When the Mayor directed departments to strive for a four percent budget cut, the fire department reluctantly reduced staffing to ten per day resulting in the second half of 2009 using significantly less overtime than the first half. In spite of the overtime expenditure, the fire department personal services budget will be under budget. The requested increase of \$7,000 is to hire the mechanic to perform maintenance and repairs on the fire vehicles and ambulances. To date, the FFD attempted to get most of this maintenance done on duty; however, due to calls and training demands, the maintenance is becoming increasingly difficult to complete. The \$7,000 will provide 12 hours per month of maintenance enabling the mechanics to work on units without being responsible for runs or training. The goal is to provide more maintenance thus prolonging the life of the units thus reducing equipment revolving expenses.

2. Comp Taken	01.221.0000.5118	\$25,750
2009 Budget		\$25,750
Expenditures as of 6/30/09		\$5,512
Estimated Expenditures		\$25,750
Request 2010		\$25,750

Employees of the fire department may build comp time in lieu of taking overtime pay. The employees are limited by contract as to how much comp time they are allowed to accrue. This line accounts for the possibility that an employee may choose to cash out this comp time instead of taking the time off later.

3. Salaries-OT-Public Service	01.221.0000.5119	\$6,100
2009 Budget		\$6,100
Expenditures as of 6/30/09		\$605
Estimated Expenditures		\$6,100
Request 2010		\$6,100

The Fire Department participates in public safety events throughout the city as well as provides public education programs to schools. When this need arises, on-duty personnel perform the function. However, at times the need is too high for the on-duty personnel to handle and off-duty personnel are hired back to fill the need. An example is the National

Night Out. For this event, the on-duty people are assigned along with a minimum amount of off-duty people to cover the activity. This practice ensures personnel are available for the event when on-duty personnel are responding to actual calls. This money has been taken from "Salaries Overtime" 01.221.0000.5117 in the past. By separating this activity out, the Fire Department can better account for the cost of this activity. The six-month projection is misleading because events such as the National Night Out and fire prevention week occur in the second six months of the year.

CITY OF FRANKLIN
2010 BUDGET REQUEST
FIRE DEPARTMENT
September 4, 2009

Contractual Services

1	Medical Services	01.221.0000.5211	\$3,400
	2009 Budget		\$3,600
	Expenditures as of 6/30/09		\$350
	Estimated Expenditures		\$3,600
	Requested 2010		\$3,400

This account is used to perform fit for duty, pre-employment and return-to-work physicals. Many of 2009 physicals will take place later in the year resulting in an anticipated use of \$3,600. This line was reduced because the fire department is eliminating the technician level hazmat responders and only training to operations level. Because of this change, the technician level requirement of a physical every two years is eliminated and all employees will receive a physical every three years.

2	Sprinkler Plan Review	01.221.0000.5219	\$70,000
	2009 Budget		\$99,000
	Expenditures as of 6/30/09		\$33,807
	Estimated Expenditures		\$70,000
	Requested 2010		\$70,000

This account is used to pay a contracted firm to review and make recommendations for fire protection systems plans (sprinkler systems). This account is a pass-through account with a revenue side with a small mark-up to offset city expenditures. This account is down from previous years because it directly correlates to development. The slowed economy has slowed the new construction thus there are fewer plans. The revenue side of this account is also budgeted lower than previous years.

3	Auto Maintenance	01.221.0000.5241	\$15,000
	2009 Budget		\$9,250
	Expenditures as of 6/30/09		\$6,639
	Estimated Expenditures		\$12,000
	Requested 2010		\$15,000

This account is used to pay outside contractors for maintenance and repairs of fire department vehicles. This account is difficult to budget for because one major breakdown is all that is needed to overrun this budget. As an example, the ladder truck

required nearly \$8,000 in transmission repairs nearly consuming the entire budget. The increase is also needed to provide a better preventative maintenance program for the ambulances. The goal is to double the life expectancy of the ambulances.

4	Equipment Maintenance	01.221.0000.5242	\$6,500
	2009 Budget		\$6,500
	Expenditures as of 6/30/09		\$3,458
	Estimated Expenditures		\$6,500
	Requested 2010		\$6,500

This account pays outside contractors for repairs and maintenance on department equipment such as defibrillators, saws, cots, radio equipment, ladders and extrication equipment.

5	Software Maintenance	01.221.0000.5257	\$2,000
	2009 Budget		\$2,000
	Expenditures as of 6/30/09		\$1,395
	Estimated Expenditures		\$2,000
	Requested 2010		\$2,000

This account supports software licensing needs for the fire department's record management system and links to dispatch information.

6.	Ambulance Billing Fees	01.221.0000.5296	\$67,500
	2009 Budget		\$77,000
	Expenditures as of 6/30/09		\$26,505
	Estimated Expenditures		\$67,000
	Requested 2010		\$67,500

This account pays the outside billing agency for the processing and collecting of ambulance bills. The decrease is reflective of actual run activity. The current contract calls for 7.5% of actual money collected. The 2010 budget calls for \$900,000 in ambulance revenue thus the budgeted amount.

Total Contractual Services **\$164,400**

Supplies

7	Office Supplies	01.221.0000.5312	\$2,000
	2009 Budget		\$2,000
	Expenditures as of 6/30/09		\$1,398
	Estimated Expenditures		\$2,000
	Requested 2010		\$2,000

This account is used for all office supplies such as paper, pens, ink, folders and any other day-to-day office requirement.

8	Printing	01.221.0000.5313	\$700
	2009 Budget		\$700
	Expenditures as of 6/30/09		\$469
	Estimated Expenditures		\$700
	Requested 2010		\$700

This account covers the printing of ambulance reports, burning permits, the annual report and the copy/printer usage charges.

9	Medical supplies	01.221.0000.5322	\$15,000
	2009 Budget		\$14,000
	Expenditures as of 6/30/09		\$10,193
	Estimated Expenditures		\$14,000
	Requested 2010		\$15,000

This account is used to purchase all medical supplies used on the basic ambulances and some of the supplies used on the paramedic ambulances. The remaining supplies for the paramedic units are purchased through the county paramedic program to ensure continuity throughout the county. The increase is due to inflation and increased need.

10	Uniforms	01.221.0000.5326	\$20,700
	2009 Budget		\$21,100
	Expenditures as of 6/30/09		\$9,237
	Estimated Expenditures		\$21,100
	Requested 2010		\$20,700

This account is used primarily to meet the contractual agreement with the union to provide a clothing allowance of \$425 per employee per year. The remaining replaces uniforms that are ruined while performing department operations. The minor reduction reflects one less employee approved in 2010.

11	Educational Supplies	01.221.0000.5328	\$3,000
	2009 Budget		\$3,000
	Expenditures as of 6/30/09		\$1,266
	Estimated Expenditures		\$2,000
	Requested 2010		\$3,000

This account provides supplies needed to maintain the training programs such as books, training aids, projection equipment, files and handout materials.

12	Fuel Lubricants	01.221.0000.5331	\$50,000
	2009 Budget		\$63,700
	Expenditures as of 6/30/09		\$11,773
	Estimated Expenditures		\$43,700
	Requested 2010		\$50,000

This account pays for all fuel usage. The decrease reflects the current fuel prices that are significantly less than 2008. The estimate remains conservative based on the volatility of the fuel market.

13	Vehicle Support	01.221.0000.5332	\$15,000
	2009 Budget		\$15,000
	Expenditures as of 6/30/09		\$6,535
	Estimated Expenditures		\$14,000
	Requested 2010		\$15,000

This account pays for parts and supplies needed to maintain the fire department vehicles. The DPW and department's supervisor of equipment along with department personnel perform many of the needed repairs. The increase reflects actual usage.

14	Equipment Supplied	01.221.0000.5333	\$14,000
	2009 Budget		\$12,000
	Expenditures as of 6/30/09		\$5,793
	Estimated Expenditures		\$12,000
	Requested 2010		\$14,000

This account is used to purchase miscellaneous supplies needed for day-to-day activities such as batteries, lawn care, boots and other low cost equipment. The department personnel also do minor repairs to the station and equipment. The parts, and supplies needed for these activities are purchased with this account. The increase of \$2,000 is to purchase replacement batteries for the portable radios. The portable radio batteries need to be replaced every two to three years.

15	Consumable Tools	01.221.0000.5342	\$1,000
	2009 Budget		\$1,000
	Expenditures as of 6/30/09		\$1,899
	Estimated Expenditures		\$1,000
	Requested 2010		\$1,000

This account purchases small hand tools or replacement of broken tools used for station, equipment, and vehicle repairs done by department personnel. The overage is due to the purchase of a chain saw. Money was donated by a local club to purchase the saw. This account posted the expense while the donation went to another revenue account.

Total Supplies **\$121,400**

Services and Charges

16	Telephone	01.221.0000.5415	\$4,000
	2009 Budget		\$1,200
	Expenditures as of 6/30/09		\$490
	Estimated Expenditures		\$1,200
	Requested 2010		\$4,000

This account is used to pay for cell phone charges. Cell phones are used by the ambulances only as a back-up if the radio system fails. This also covers the cell phones used by the Chief, Assistant Chief, Battalion Chief and Fire Inspector. The increase is due to the internet line charges for stations two and three. In the past these costs were under the City Administrator's budget and it is now being recorded under the fire budget.

17	Subscriptions	01.221.0000.5422	\$450
	2009 Budget		\$400
	Expenditures as of 6/30/09		\$435
	Estimated Expenditures		\$400
	Requested 2010		\$450

This account is needed to purchase subscriptions to trade magazines, legal briefs and other publications needed to ensure the department is staying current with industry trends. This account is also to purchase updated codes annually. The cost of the codes is being shared with the inspection department.

18	Memberships	01.221.0000.5424	\$1,200
	2009 Budget		\$1,200
	Expenditures as of 6/30/09		\$895
	Estimated Expenditures		\$1,200
	Requested 2010		\$1,200

This account maintains memberships with local and national organizations related to the fire service. Several of these memberships result in discounts through vendors for equipment.

19	Conferences and schools	01.221.0000.5425	\$8,000
	2009 Budget		\$8,000
	Expenditures as of 6/30/09		\$6,043
	Estimated Expenditures		\$8,000
	Requested 2010		\$8,000

This account is used to pay tuition and cover the cost of materials needed to attend trainings as well as conferences. The majority of it is budgeted to cover the contractual requirement to reimburse the first five members of the bargaining unit up to \$1,000 for continuing education above that covered in the College Incentive line of the Personal Services budget.

20	Allocated Insurance	01.221.0000.5428	\$33,600
	2009 Budget		\$33,600
	Expenditures as of 6/30/09		\$16,800
	Estimated Expenditures		\$33,600
	Requested 2010		\$33,600

This amount represents the fire department's share of the insurance premiums used to cover buildings and equipment.

21	Mileage	01.221.0000.5432	\$500
	2009 Budget		\$800
	Expenditures as of 6/30/09		\$158
	Estimated Expenditures		\$500
	Requested 2010		\$500

Mileage covers contractual agreements for personnel responding from home or transferring stations. The decrease reflects actual use.

22	Equipment Rental	01.221.0000.5433	\$7,700
	2009 Budget		\$7,400
	Expenditures as of 6/30/09		\$1,571
	Estimated Expenditures		\$7,400
	Requested 2010		\$7,700

This account covers the rental of equipment such as oxygen bottles, the copy machine, and the rental agreement for the off-duty pagers the department personnel carry. The pager contract comes due in the later part of the year and is a \$3,600 expense. The minor increase reflects an anticipated copy machine rental increase.

23	Background Checks	01.221.0000.5471	\$50
	2009 Budget		\$0
	Expenditures as of 6/30/09		\$8
	Estimated Expenditures		\$15
	Requested 2010		\$50

The state requires caregiver background checks when ever a new person is added to our EMT roster or if they change the level of their licensure.

Total Services and Charges **\$55,500**

Facility Charges

24	Water	01.221.0000.5551	\$2,900
	2009 Budget		\$2,900
	Expenditures as of 6/30/09		\$754
	Estimated Expenditures		\$2,900
	Requested 2010		\$2,900

This expense covers usage at all three stations.

25	Electricity	01.221.0000.5552	\$33,800
	2009 Budget		\$32,500
	Expenditures as of 6/30/09		\$12,120
	Estimated Expenditures		\$30,000
	Requested 2010		\$33,800

Facility usage all three stations.

26	Sewer	01.221.0000.5553	\$800
	2009 Budget		\$800
	Expenditures as of 6/30/09		\$293
	Estimated Expenditures		\$750
	Requested 2010		\$800

Facility usage all three stations

27	Natural Gas	01.221.0000.5554	\$21,632
	2009 Budget		\$20,800
	Expenditures as of 6/30/09		\$11,337
	Estimated Expenditures		\$20,800
	Requested 2010		\$21,632

Facility usage all three stations.

28	Janitorial Supplies	01.221.0000.5556	\$7,800
	2009 Budget		\$7,500
	Expenditures as of 6/30/09		\$4,201
	Estimated Expenditures		\$7,500
	Requested 2010		\$7,800

This account purchases disinfectant and cleaning supplies. It also purchases towels and toilet paper. Minor increase due to inflation.

29	Building Maint. Services	01.221.0000.5557	\$12,000
	2009 Budget		\$12,000
	Expenditures as of 6/30/09		\$4,764
	Estimated Expenditures		\$10,000
	Requested 2010		\$12,000

Department personnel make many of the station repairs; however, if department personnel are not able, outside vendors make the repair. Outside vendors also provide pest control, carpet cleaning and duct cleaning. Examples of repairs are overhead doors, furnace and air conditioning as well as electrical issues.

30	Building maint. Other	01.221.0000.5559	\$4,500
	2009 Budget		\$4,500
	Expenditures as of 6/30/09		\$1,355
	Estimated Expenditures		\$4,500
	Requested 2010		\$4,500

This account pays for the supplies fire department personnel need to make repairs and perform maintenance on the buildings.

<u>Total Facility Charges</u>	\$83,464
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Less Program Revenue

31	Fire Insurance Tax (2% dues)	01.0000.4127	\$-110,000
	2009 Budget		\$-110,000
	Expenditures as of 6/30/09		\$-unknown 110,000
	Estimated Expenditures		\$-110,000
	Requested 2010		\$-110,000

This account generates revenue through the insurance industry. The fire department is required to provide routine fire inspections of all public building twice per year. If after State audit, the State determines that the department has met this requirement, the money

is given to the municipality. Otherwise known as 2% dews, this amount is directly related to commercial and industrial growth and the requirement to inspect these occupancies.

32	Misc. Fire Permits	01.0000.4288	\$-6,000
	2009 Budget		\$-6,500
	Expenditures as of 6/30/09		\$-4,416
	Estimated Expenditures		\$-6,000
	Requested 2010		\$-6,000

This account shows revenue from the sale of burning permits as well a fireworks and bond fire permits.

33	Ambulance Services (ALS)	01.0000.4441	\$-400,000
	2009 Budget		\$-550,000
	Expenditures as of 6/30/09		\$-182,939
	Estimated Expenditures		\$-370,000
	Requested 2010		\$-400,000

This account shows the revenue generated by ambulance transports done by the Paramedic, otherwise known as Advanced Life Support (ALS) ambulances in the city. The decrease reflects actual revenue generation. The previous budget was estimated too high based on a billing accrual issue in early 2008 that was unknown to the city at the time of the 2008 budget process.

34	Ambulance Services (BLS)	01.0000.4441	\$-500,000
	2009 Budget		\$-625,000
	Expenditures as of 6/30/09		\$-222,115
	Estimated Expenditures		\$-475,000
	Requested 2010		\$-500,000

This account shows the revenue generated by ambulance transports done by the basic ambulances in the city. The decrease reflects actual revenue generation. The previous budget was estimated too high based on a billing accrual issue in early 2008 that was unknown to the city at the time of the 2008 budget process.

35	Safety Training	01.0000.4442	\$-2,000
	2009 Budget		\$-4,000
	Expenditures as of 6/30/09		\$-1,605
	Estimated Expenditures		\$-2,000
	Requested 2010		\$-2,000

This account is the revenue created by delivering CPR classes and management of the CPR program in the area.

36	Fire Sprinkler Plan Review	01.0000.4443	\$-90,000
	2009 Budget		\$-127,000
	Expenditures as of 6/30/09		\$-48,224
	Estimated Expenditures		\$-87,000
	Requested 2010		\$-90,000

This account generates revenue by charging the developer for the review and approval of all fire suppression systems in new and remodeled buildings within the city. This account offsets the operating expense account number 01.221.0000.5219. The decrease is due to the slowed development. The expense side has also been reduced.

37	Fire Inspection Services	01.0000.4444	\$-62,000
	2009 Budget		\$-48,000
	Expenditures as of 6/30/09		\$-10,746
	Estimated Expenditures		\$-62,000
	Requested 2010		\$-62,000

This account generates revenue by charging the building owner for routine inspections. The owner is charged based on the amount of time fire inspection personnel spend at the building. The increase reflects actual 2008 revenue and the fact that there has actually been an increase in the number of inspections. The majority of the billing does not occur until after June thus the YTD revenue is misleading.

38	County EMT-P	01.0000.4611	\$-240,000
	2009 Budget		\$-230,000
	Expenditures as of 6/30/09		\$-62,837
	Estimated Expenditures		\$-250,000
	Requested 2010		\$-240,000

This account receives revenue through a contract with Milwaukee County to provide paramedic coverage to Franklin and surrounding Milwaukee County communities.

39	Grant Revenue	41.0000.4830	\$-29,970
	2009 Budget		\$-28,969
	Expenditures as of 6/30/09		\$-28,969
	Estimated Expenditures		\$-28,969
	Requested 2010		\$-29,970

The Fire Act Grant is a competitive grant from the Federal Government. The grant request is to purchase thermal imaging. If awarded, the Federal Government pays 90% of the cost. This cost is reflected above. The 10% requirement of the city is in the Capital outlay budget.

**Fire Department
2010 Fire Department Capital Outlay Budget Request**

Fire Department 2010 Capital Budget	\$128,000.....	\$68,300
Less outside revenue source.....	(\$29,970)	(\$29,970)
Net budget	\$98,030.....	\$38,330

Fire Department 2009 Capital Budget Request	\$81,069	
Less outside revenue source.....	(\$28,969)	
Net budget	\$52,100	

Line # 41.221.0000.5812 - Furniture/Fixtures. \$3,000

2009 was \$3,000; the FFD anticipates using the entire budget.

- | | |
|--|---------|
| 1) On-going expense, This line is used for replacement of chairs, desks, tables, and other furniture. | \$3,000 |
|--|---------|

Line # 41.221.0000.5815 - Shop Equipment. \$66,600 \$40,400

2009 was \$63,969; the FFD anticipates using the entire budget.

- | | |
|--|----------|
| 1) Hurst Jaws of Life Spreader: The FFD currently uses a multi-purpose tool called a Maverick tool. This tool is able to cut metal and spread but limited in its capabilities. The new spreader would work in conjunction with the cutter on Engine 1 (the primary extrication engine). The Maverick tool would be moved to Engine 2 thus allowing Engine 2 to serve as a back-up for car accidents in the event station 1 is unstaffed and Engine 2 is unavailable | \$7,100 |
| 2) Federal Share of Fire Act Grant, The fire department once again participated in the Fire Act Grant Process. This year's grant request was for thermal imaging equipment. The FFD currently has three thermal imagers; however, they are all different models and aging. If successful, this grant will provide the three engines and truck to have consistent thermal imaging equipment. | \$29,970 |
| 3) City Share of Fire Act Grant, The City of Franklin is required to match 10% of the total Fire Act Grant. | \$3,330 |

Line # 41.221.0000.5818 – Safety Equipment. \$7,800

2009 was \$4,500 the FFD anticipates using the entire budget.

- | | |
|---|---------|
| 1. Structural Turnout gear, This ongoing line is used to replace worn turnout gear. This amount will provide three sets in 2010 | \$4,800 |
| 2) Water Rescue Suits, The current water rescue suits are old and beginning to dry rot. These suits are used to perform ice and water rescue. The FFD maintains four suits, enough for an initial entry team and a back-up team. These suits have been used multiple times while rescuing pets and animals from ice breaks and to rescue citizens from flooding incidents as seen in June of 2008. | \$3,000 |

Line # 41.221.0000.5841- Computer Equipment. **\$12,100** **\$11,100**

2009 was \$3,600. the FFD anticipates using the entire budget.

1. **Two Mobile Data Terminals**, Mobile Data Terminals (MDT) are touch screen wireless computers located inside response \ vehicles. The MDT will allow the FFD to receive dispatch information, plot response routs using GPS and current map software, store information about buildings or target hazards, and report response status such as responding, on-scene, transporting all from the touch screen thus eliminating the need for the dispatchers to enter this information during hectic incidents. \$9,200
2. **Two work stations**, These work stations will replace two older and outdated work stations \$1,900

Line # 41.221.0000.5922 - Building Improvements. **\$38,500** **\$6,000**

2010 was \$6,000. We anticipate using the entire 09 budget.

- 1) **Ongoing repairs**, This line is used for unexpected repairs of Building equipment such as furnace, air conditioning or roof Repairs. \$6,000

Items not funded:

1. **Paramedic Defibrillator**, The FFD is striving to provide a third paramedic unit thus eliminating the need to send two ambulances to nearly every call. The FFD currently has the needed staffing and vehicles to provide this service, the defibrillator is the final capital item needed. \$24,000
2. **Electric PPV Fan**, The fans currently used are gas powered. This makes them very loud and produce carbon monoxide which results in carbon monoxide inside the building we are attempting to ventilate. The electric fan requested will replace an old gas powered fan. \$2,200
3. **Desk Top Video Projector**, The FFD routinely provides outside trainings to the public and fire personnel located at outlying stations. The FFD routinely used a desk top video projector. This projector no longer operates properly and is in need of replacement. \$1,000
4. **Station One Bathroom Remodeling**, The bathroom facilities at station one resemble a locker room setting lacking the privacy required for future female employees. The remodeling will provide the needed privacy and update the nearly 30 year old fixtures. \$12,500
5. **Repair of east side asphalt**, Station one's east side drive asphalt is cracked and lifting creating pot holes. The area needing replacement is approximately 200' by 30'. \$20,000

**Fire Department
2010 Fire Department Equipment Revolving Request**

Equipment Revolving Fund 42.221.0000.5811 **\$196,000** **\$145,000**

In 2009, there were no purchases of equipment in this category. Unit 220 was originally scheduled to be replaced in 2009 but it was recommended in the 2009 budget to delay this replacement until 2010.

Requests for replacement:

1) Ambulance 219, As run volume continues to increase, the demand on the vehicles also increases thus reducing the longevity of the ambulances. \$145,000
Ambulance 219 is a 2001 Ambulance with 99,000 miles. Due to longevity and mechanical issues, the fire department requested permission to replace 219 in 2009; however, this request was denied. The fire department is requesting permission to order the replacement for 219 in late summer 2009 thus taking delivery in January of 2010. It is important to note that ambulance 281 (2001 chassis put in service in 2002), currently the front line ambulance at station 1, also has 110,000 miles. When 219 is replaced, 281 will become the back-up unit and needs to be replaced in 2011.

Department requested delay in replacement

2) Car 220, Car 220 was the primary command vehicle from 1999 to 2007 driven by the shift commander every day. In 2007, the oil pump malfunctioned resulting in the need to replace the entire engine at a cost of over \$4,000. Since that time, 220 has been used as the chase car at station two and carries the water rescue equipment. This vehicle has recently experienced mechanical and electrical issues related to wear and tear and longevity. 220 currently has 80,000 miles. Although this does not sound like a lot of miles, the actual vehicle running time is far more. The unit typically drives to an incident and then remains running while the shift commander performs the necessary duties. \$51,000

Fire Department
Future Capital Improvement Fund (Capital Projects to be funded with borrowing)

Fire Station One located at 8901 West Drexel Avenue was built in 1980. It is still structurally sound and cosmetically adequate. There are however, areas that need to be addressed in the very near future.

Station one is not ADA compliant, it lacks bathroom provisions for female firefighters, and it requires moderate upgrades to become energy efficient. In addition, the department has outgrown the available office space and the station lacks facilities to hold meetings or conferences. The fire inspector has no room for record storage and has outgrown the office currently shared with the assistant inspector. The shift commander and the fire lieutenant share an office that is cramped with no privacy available for dealing with personnel matters. The front entrance is cramped, inefficient, and is not ADA compliant. The record storage area for EMS and administrative documents is overloaded and unable to meet the security measures dictated by Federal and State law. The training room doubles as a wellness area lacking adequate room for both functions.

The fire department respectfully request consideration for funding through capital projects to be funded with borrowing to remodel/expand station one within the next five years (by 2015). The property west of station one is now owned by the City and is a perfect location for expansion. Remodeling and expanding station one would accomplish the following:

- Provide a new addition including needed offices, meeting area, training facility, reception area, and record storage.
- Remodel the current office area to provide adequate living area for on-duty fire personnel including proper dormitory and bathroom facilities for future female fire personnel.
- Address handicap access needs
- Provide a Back up Emergency Operations Center / Dispatch Office.

A preliminary estimate done by the architectural firm Angus Young and Associates is \$1,500,000. This is less expensive than building a new main station and the land is available now to add on to the current station. With the assistance of the finance director, the fire department will look into the possibility of using impact fees to assist with funding this project because the need to expand is related to the growth of the community.

Sincerely

James Martins, Fire Chief

**2010 CAPITAL OUTLAY BUDGET REQUEST
CITY OF FRANKLIN
June, 2008**

THE FOLLOWING ITEM WAS NOT REQUESTED INITIALLY BY THE DEPARTMENT OF ADMINISTRATION. THIS ITEM MAY BE CONSIDERED FOR INCLUSION IN THE 2010 BUDGET. THIS ITEM MAY BE ADDED TO ANY DEPARTMENT'S OPERATING BUDGET AS DETERMINED BY FINANCE, IF APPROPRIATE, OR LEFT SEPARATE FOR THE CAPITAL PROJECTS FUND.

Emergency Notification System and/or Weather Alert Siren System \$30,000 - \$250,000

Common Council requested a review of "Reverse 911" also referred to as Emergency Notification Systems. A system owned and maintained by the City would allow the City to automatically place calls to targeted geographic areas. A self-directed work group of employees from the Police, Health, IT, Fire and Engineering Departments are in the process of analyzing the options for the City and preparing a report. The ENS cost estimate is based upon vendor interviews that have occurred. The Siren system costing is based upon very rough vendor estimates as informally reported.

BUILDING INSPECTION 231

DEPARTMENT: Inspection

PROGRAM MANAGER: Building Inspector

PROGRAM DESCRIPTION:

The Building Inspector approves all permits including electrical, building, occupancy, plumbing, heating, erosion control, etc. The Building Inspector is responsible for issuance of code violations, updating codes and ordinances, zoning and sign approval. In addition, the Building Inspector provides staff support to the Architectural Review Board. The Building Inspector assists the Director of Administration in addressing some Municipal Building issues.

SERVICES:

- Generally performs 10,000 to 14,000 inspections yearly.
- Issue between 3000 and 4,000 permits per year.
- Responds to citizen inquiries and complaints concerning construction, code clarification, erosion, and other information.
- Assists with the management of Municipal Buildings and capital improvements to facilities.

STAFFING:

Authorized Positions (FTE)	2005	2006	2007	2008	2009	2010
Building Inspector	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Building Inspector	4.00	3.00	3.00	3.00	2.00	2.00
First Ass't Bldg Inspector	1.00	1.00	1.00	1.00	1.00	1.00
Mechanical Inspector	1.00	0.00	0.00	0.00	0.00	0.00
Electrical Inspector	1.00	1.00	1.00	1.00	1.00	1.00
Plumbing Inspector	1.00	1.00	1.00	1.00	1.00	1.00
Permit Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Inspection Secretary	2.00	2.00	2.00	2.00	1.00	1.00
Total	12.00	10.00	10.00	10.00	8.00	8.00

ACTIVITY MEASURES:

Activity	2005	2006	2007	2008	2009*	2010*
Building Inspections	8,730	8,000	7,000	4,060	4,500	4,500
Building Permits Issued	2,479	1,900	1,481	1,452	1,300	1,550
Plumbing Inspections	2,456	2,200	1,550	1,077	1,200	1,200
Plumbing Permits Issued	1,117	1,400	780	699	650	750
Electrical Inspections	2,207	2,200	1,600	1,294	1,400	1,400
Electrical Permits Issued	1,194	1,220	841	775	700	800

* Forecast

BUDGET SUMMARY:

1. The 2010 budget represents "status quo" budget as expenditure line items have generally been held stable with an overall reduction of \$7,950 (14%) in non-personal services. The primary reductions are the purchase of fewer state seals, as a small inventory of seals remains available, and a reduction in outside inspection services, as more internal cross-inspections have been available. The accounts also reflect the addition of a leased copier to replace a department copier, also used as a network printer, purchased in 2003.
2. The continued slowness in the economy and reduced level of construction activity directly impacts departmental revenues which reflect a continued reduction from recent year's experience. Although activity during the summer of 2009 suggests that activity is beginning to rebound, revenue projections for 2010 reflect a more conservative rebound trend than was budgeted for in 2009.
3. Capital outlay:

Office equipment – Plan Hold files/File cabinet	\$1,350
Office equipment – Desk Chair	\$2,700
Office equipment – Printer	\$ 500

CITY OF FRANKLIN 2010 BUDGET		2007 Actual	2008 Actual	2009 Adopted	2009 Amended	2009 YTD 6/30/2009	2009 Estimate	2010 Forecast B	2010 Dept/Request	2010 Recommend	Percent Change
BUILDING INSPECTION											
PERSONAL SERVICES											
SALARIES-FT	01.231.0000.5111	448,979	458,154	389,684	389,684	199,582	381,822	389,041	389,041	389,041	
SALARIES-PT	01.231.0000.5113	1,338	25	0	0	0	0	0	0	0	
SALARIES-OT	01.231.0000.5117	5,508	1,917	9,000	9,000	800	2,000	9,000	9,000	9,000	
COMPTIME TAKEN	01.231.0000.5118	7,211	5,606	7,725	7,725	1,686	7,725	7,725	7,725	7,725	
LONGEVITY	01.231.0000.5133	1,020	1,020	1,000	1,000	419	925	1,010	1,010	1,010	
HOLIDAY PAY	01.231.0000.5134	28,659	25,076	24,172	24,172	10,438	23,922	24,427	24,427	24,427	
VACATION PAY	01.231.0000.5135	29,693	31,849	34,267	34,267	9,475	32,697	34,466	34,466	34,466	
FICA	01.231.0000.5151	38,226	38,604	35,637	35,637	16,348	34,355	35,624	35,624	35,624	
RETIREMENT	01.231.0000.5152	49,438	52,362	46,585	46,585	22,240	44,909	46,567	46,567	46,567	
RETIREE GROUP HEALTH	01.231.0000.5153	0	1,088	1,200	1,200	627	1,017	1,059	1,059	1,059	
GROUP HEALTH & DENTAL	01.231.0000.5154	167,872	168,622	141,408	141,408	74,654	146,160	143,940	143,940	143,940	
LIFE INSURANCE	01.231.0000.5155	2,524	2,709	2,437	2,437	966	1,963	2,003	2,003	2,003	
WORKERS COMPENSATION INS	01.231.0000.5156	9,966	15,322	16,884	16,884	8,034	16,258	18,147	18,147	17,758	
Sub-total		780,433	802,354	709,999	709,999	345,269	693,753	713,009	713,009	712,620	0.4%
Percent of Department Total		91.8%	95.4%	89.2%	89.2%	97.0%	90.9%	77.4%	91.0%	92.7%	
CONTRACTUAL SERVICES											
EQUIPMENT MAINTENANCE	01.231.0000.5242	1,878	1,209	2,100	2,100	477	2,100	2,163	2,100	2,100	
SOFTWARE MAINTENANCE	01.231.0000.5257	0	1,500	3,000	3,000	1,500	3,000	3,090	3,000	3,000	
OUTSIDE INSPECTION SERVICES	01.231.0000.5299	31,185	3,085	15,000	15,000	190	7,500	15,450	10,000	10,000	
Sub-total		33,062	5,794	20,100	20,100	2,167	12,600	20,703	15,100	15,100	-24.9%
SUPPLIES											
OFFICE SUPPLIES	01.231.0000.5312	1,712	1,739	2,100	2,100	723	1,700	2,100	2,100	2,100	
PRINTING	01.231.0000.5313	1,182	1,514	2,300	2,300	96	1,800	2,300	2,300	2,300	
STATE SEALS	01.231.0000.5316	6,455	4,970	5,000	5,000	0	500	5,000	2,500	2,500	
HOUSE NUMBERS	01.231.0000.5317	2,002	1,212	1,200	1,200	0	750	1,200	750	750	
UNIFORMS	01.231.0000.5326	1,481	1,131	1,250	1,250	63	1,250	1,250	1,250	1,250	
OPERATING SUPPLIES-OTHER	01.231.0000.5329	2,489	637	1,900	1,900	595	1,750	1,900	1,900	1,900	
FUEL/LUBRICANTS	01.231.0000.5331	6,473	8,657	10,000	10,000	2,486	8,000	10,000	10,000	10,000	
VEHICLE SUPPORT	01.231.0000.5332	2,967	2,621	3,500	3,500	242	3,500	3,500	3,500	4,900	
Sub-total		24,761	22,481	27,250	27,250	4,205	19,250	27,250	24,300	25,700	-5.7%
SERVICES AND CHARGES											
SUBSCRIPTIONS	01.231.0000.5422	698	0	0	0	0	0	0			
MEMBERSHIPS	01.231.0000.5424	731	500	850	850	1,107	850	850	850	850	
CONFERENCES AND SCHOOLS	01.231.0000.5425	5,439	4,548	5,760	5,760	2,003	5,000	5,750	5,750	5,750	
ALLOCATED INSURANCE COST	01.231.0000.5428	2,100	2,300	2,300	2,300	1,150	2,300	2,300	2,300	2,300	
MILEAGE	01.231.0000.5432	184	396	200	200	0	200	200	200	200	
EQUIPMENT RENTAL	01.231.0000.5433									1,700	
Sub-total		9,151	7,744	9,100	9,100	4,260	8,350	9,100	9,100	10,800	18.7%
SUB TOTAL NON PERSONAL SERVICES		66,975	36,019	56,450	56,450	10,632	40,200	57,063	48,500	51,600	-8.6%
TOTAL GENERAL FUND		847,409	838,373	766,449	766,449	355,901	733,953	770,062	761,509	764,220	-0.3%
CAPITAL OUTLAY FUND											
OFFICE EQUIPMENT	41.231.0000.5813	2,432	2,741	2,650	2,650	0	2,650	2,650	18,450	1,350	
COMPUTER EQUIPMENT	41.231.0000.5841	0	0	0	0	0	0	0	3,200	3,200	
TOTAL CAPITAL OUTLAY FUND		2,432	2,741	2,650	2,650	0	2,650	2,650	21,650	4,550	71.7%
EQUIPMENT REVOLVING FUND											
EQUIPMENT	42.231.0000.5811	0	0	27,000	27,000	0	27,000	148,306	0	0	
GRAND TOTAL BUILDING INSPECTION		849,841	841,114	796,099	796,099	355,901	763,603	921,018	783,169	768,770	-3.4%
Less Program Revenue:											
ELECTRICAL CONTRACTORS	01.0000.4253	-16,743	-13,803	-11,000	-11,000	-7,000	-11,000	-13,000	-13,000	-13,000	
BUILDING PERMITS	01.0000.4271	-589,430	-359,410	-413,000	-413,000	-142,446	-278,000	-400,000	-338,000	-338,000	
ELECTRICAL PERMITS	01.0000.4273	-109,042	-87,594	-101,500	-101,500	-25,262	-53,000	-100,000	-83,000	-83,000	
PLUMBING PERMITS	01.0000.4275	-100,197	-67,896	-80,000	-80,000	-32,692	-53,000	-80,000	-65,000	-65,000	
SIGN PERMITS	01.0000.4281	-11,370	-17,840	-12,000	-12,000	-8,145	-9,500	-12,000	-10,000	-10,000	
SALE OF STATE SEALS	01.0000.4766	-2,100	-1,110	-2,000	-2,000	-240	-400	-1,000	-1,000	-1,000	
SALE OF HOUSE NUMBERS	01.0000.4767	-510	-267	-500	-500	-57	-100	-500	-500	-500	
Total Program Revenue		-829,392	-548,019	-620,000	-620,000	-215,842	-405,000	-606,500	-510,500	-510,500	
Net Building Inspection Related Costs		20,448	293,095	176,099	176,099	140,059	358,603	314,518	272,659	258,270	

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CITY OF FRANKLIN
DEPARTMENT OF ADMINISTRATION -
INSPECTION DEPARTMENT 231
2010 CAPITAL OUTLAY BUDGET REQUEST

Department Summary

Adopted 2009 Budget	\$ 2,650
Requested 2010 Budget	\$10,150

AUTO EQUIPMENT	01.231.0000.5811
ADOPTED 2009 BUDGET	\$ 000.00
REQUESTED 2010 BUDGET	\$ 000.00

FURNITURE/FIXTURE	01.231.0000.5812
ADOPTED 2009 BUDGET	\$ 000.00
REQUESTED 2009 BUDGET	\$ 000.00

<u>OFFICE EQUIPMENT - 01.231.0000.5813 -</u>	2009 Budget	\$2,650	
	2009 Estimated	\$2,650	
	2010 Request	\$18,450	\$18,450

FILE CABINETS (1) \$ 600

One additional legal sized 5-drawer file cabinets are requested in 2009. Due to the growth in construction and our limited floor space, it appears that one or more file 5-drawer file cabinets will need to be purchased per year to store the department's records. With the numbers of permits issued yearly and the resulting paperwork we need to add at least 1 file cabinet per year.

PLAN HOLD FILES (3) \$ 750

The Inspection Department uses a hanging file filing system for active construction plans and tube filing system to permanently archive all completed commercial, industrial and multi-family building plans. At this time we expect that most of the tube filing space currently available will be used up and additional tube files must be purchased.

COMPUTERS 01.231.0000.5841

2009 Budget	\$0
2009 Estimated	\$0
2010 Request	\$3,200

Replace two computers \$2,700

We are requesting two replacement computers for the secretarial Permit Clerk positions the current computers were purchased in 2004 and will be 6 years old in 2010. This will get us on a yearly cycle of replacing 3 computers each year,

Replace HP Desk Jet 1120 Printer \$500

The department has one color ink jet printer that was purchased in 1998 and no longer works reliably. It is proposed to replace the current model HP Desk jet 1120 with a model also able to print to on 11 X 17 or 13 X 19 inch paper.

Items not funded:

Replace Sharp Copier \$5,600

The Inspection Department owns a Sharp AR-N275 copier that is used as a network printer for permit and daily inspection reports, the copier was purchased in 2003 and was 7 years old in 2009.

We are requesting to replace this copier with a similar B&W copier with the addition of a fax module added to the copiers. This will allow the replacement of our 10 year old fax machine. The purchase price is anticipated to be \$5,600, but could be leased for \$135.00 a month for a 5 year lease to \$190.00 per month for a 3 year lease. We recommend purchasing because of the lowest total expenditure.

Funding included in operating budget for lease expense

Large Format Scanner \$11,500

A large format scanner would have numerous uses throughout the City as it provides a means to digitize information provided to the City. For example, this scanner would allow the Building Inspection to scan and retain building plans (eliminating the annual purchase of plan holders at \$1,500). Beyond simply providing for more efficient storage of the plans, the building plans would then be able to be made available to emergency personnel in the field. Access to business and school floor plans could be of critical importance to emergency services personnel. It would also allow for certain items to be available on-line or projected on screen at public meetings. Additionally, to continue to push GIS functionality to operating departments, GIS could use such a scanner to digitize information that departments may have so that it may be correlated to the GIS information already available. GIS is a "spatial database." Information not available in a tabular format may not be able to be spatially related to other layers in the GIS system unless it can be uploaded into GIS in some manner. A large format scanner would allow for many beneficial applications; however, due to the cost to a single user no department can individually justify appropriating the necessary funding.

SEALER OF WEIGHTS AND MEASURES

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DEPARTMENT: Sealer of Weights and Measures

PROGRAM MANAGER: City Clerk

PROGRAM DESCRIPTION:

The City contracts with the State of Wisconsin for the required inspections of weight and measuring devices for conformance with applicable regulations. The City will receive reimbursement from those businesses whose scales and weighing devices are inspected by the State. The State Statutes allow municipalities to recover an amount not to exceed the cost of fees by assessing fees on the person who receives the services rendered during the July-through-June contract period.

CITY OF FRANKLIN 2010 BUDGET		2007 Actual	2008 Actual	2009 Adopted	2009 Amended	2009 YTD 6/30/2009	2009 Estimate	2010 Forecast B	2010 Dept/Request	2010 Recommend	Percent Change
SEALER OF WEIGHTS & MEASURES											
CONTRACTUAL SERVICES											
SUNDRY CONTRACTORS	01.239.0000.5299	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	
GRAND TOTAL WEIGHTS & MEASURES		6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	0.0%
Less Program Revenue:											
WEIGHTS & MEASURES CHARGES	01.0000.4449	0	0	-6,800	-6,800	0	0	0	-6,800	-6,800	
		6,800	6,800	0	0	6,800	6,800	6,800	0	0	